

# Wentworth Institute of Technology



## Department of Public Safety

2017-2019

## Safety, Security and Fire Safety Report



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## **A MESSAGE FROM ASSOCIATE VICE PRESIDENT OF PUBLIC SAFETY**

The fundamental mission of the Wentworth Institute of Technology Department of Public Safety (DPS) is to support and advance the educational objectives of the Wentworth Institute of Technology (WIT) by fostering and maintaining a safe, secure, and stable environment for learning, living and working. To achieve this goal, the Department of Public Safety provides a comprehensive and integrated program of police, security, crime prevention, safety and security assessment, fire safety, emergency medical care and other related public safety services.

While we are committed to creating and maintaining a setting which encourages mutual respect, caring and safety, our mission can only be achieved with everyone's active participation in the process. Put more clearly, public safety is everyone's responsibility. The entire community must do their part if we are to achieve these common goals. We believe this process begins by becoming an active member in our campus community. We encourage everyone to get involved by attending safety education programs and when necessary, reporting suspicious activity to the Department of Public Safety.

Most of the crimes which occur at WIT are commonly referred to as "crimes of opportunity." The people who commit these acts simply take advantage of the openings provided to them. Personal property that is left unattended or unprotected and is subsequently stolen is the most frequently occurring example of crimes of opportunity at WIT. Each of us must make a conscious effort to minimize such opportunities.

We ask for your help and support as our "extra eyes and ears." Never hesitate to notify DPS when you believe that a crime has or is about to occur.

We highly encourage all members of the Wentworth Community, whether you have been here for many years or are new to Wentworth, to read our Annual Campus Safety and Fire Report. The Department of Public Safety works diligently with the entire Wentworth community to maintain a safe environment. One way of accomplishing this is through education. Your safety is our top priority and your participation in this endeavor is paramount. This report will assist you in attaining the knowledge necessary to remain safe both on and off campus.

In compliance with the Clery Act, the Wentworth Institute of Technology Department of Public Safety publishes and distributes this information by October 1<sup>st</sup> of each year in our Campus Safety Brochure. The entire 2019-2020 Clery Report may be found by visiting the Wentworth Institute Department of Public Safety website [www.wit.edu/public-safety/](http://www.wit.edu/public-safety/) .



**2017-2019**

## **SAFETY, SECURITY AND FIRE SAFETY REPORT CLERY ACT INFORMATION WITH STATISTICAL DATA**

### **INTRODUCTION**

The purpose of the Clery Act is to provide the campus community with timely, accurate and complete information about crime and the safety of campus so that they can make informed decisions to keep themselves safe.

### **THE CLERY ACT**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, requires colleges and universities to:

- 1) Publish an annual report every year by October 1 that contains three years of campus crime and fire safety statistics and certain campus security policy statements, and to distribute the report to all enrolled students and all employees by October 1 of each year. The Wentworth Institute of Technology, Department of Public Safety (WIT DPS) fulfills this distribution requirement by posting the report on the DPS website. A posting is made to the College via email, advising all students and employees of the report's availability and location.
- 2) The Clery Act also requires WIT to inform all prospective students and employees about the availability of the annual security report. To comply with this aspect of the law, a notice has been placed on the College's admissions department website and the Human Resources Website
- 3) Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from Public Safety, local law enforcement, and other College officials who have "significant responsibility for student and campus activities";
- 4) Provide "timely warning" notices of those crimes that have occurred and pose an ongoing "threat to students and employees";
- 5) Implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus.
- 6) Disclose in a public crime log "any crime that occurred on campus or within the patrol jurisdiction of the campus police/campus security department and is reported to the campus police/security department"; and maintain in a public fire log a record of any fire that occurred in an on-campus student housing facility.

## **COLLECTION OF CRIME STATISTICS**

In preparing its annual disclosure of crime statistics, it is the policy of the Wentworth Institute of Technology Department of Public Safety(WIT DPS) to collect information reported directly to the Department and to solicit information about crimes from other campus security authorities with responsibility for students and campus activities, including representatives from the Office of the Dean of Student Affairs.

In addition, specific information about Clery reportable crimes and offenses is sought from the Boston Police Department, Transit Police, Massachusetts State Police and the Massachusetts College of Art and Design and the Massachusetts School of Pharmacy; two schools whose campus properties are adjacent to and bordering several of the Wentworth campus properties.

These statistics are submitted to the U.S. Department of Education (DOE) annually by October 1. The statistical information submitted to the DOE is available to the public through their website at: <https://ope.ed.gov/campussafety/#/>

## **DAILY CRIME AND FIRE LOG**

The Department of Public Safety maintains a daily log of all crimes reported to the department. The log lists the nature of the crime; the date and time the incident occurred; the date the incident was reported; general location of the crime and the disposition of the complaint, if known. Entries or updates within two business days may be withheld if the information is protected by statute, there is a danger to the complainant or a need to keep the investigation confidential. If there is reason to believe that release of information will jeopardize an investigation or result in the perpetrator leaving the area or that evidence could be destroyed, information may be withheld until it is deemed appropriate to release.

The daily log for the most recent sixty (60) days is open to public inspection during normal business hours at the WIT DPS, located on the first floor of 610 Huntington Ave. Daily log requests for crimes reported beyond sixty (60) days will be made available within two business days of a request. Normal business hours are Monday through Friday, 8:00 a.m. to 4:00 p.m.

## **LAW ENFORCEMENT AUTHORITY**

The Wentworth Institute of Technology Department of Public Safety (WIT DPS) consists of twenty-four full time personnel reporting to the Associate VP of Public Safety. Public Safety facilities are located on the first floor of a residence hall located at 610 Huntington Avenue.

There are seventeen sworn police officers who provide twenty-four-hour emergency police and medical response to the staff, faculty and students at the Institute. All officers are armed. The Department hierarchy is the Chief, the Captain, five Sergeants and ten patrol officers.

Wentworth police officers are commissioned as Special State Police Officers in accordance with the provisions of Chapter 22C section 63 of the Massachusetts General Laws and have full law enforcement and arrest authority in and within all property owned, occupied, or used by the Institute. Wentworth police officers are also sworn as Suffolk County Deputy Sheriffs, which expands their police authority throughout Suffolk County.

All police officers are graduates of a police training academy conducted or sanctioned by the Massachusetts State Police or the Municipal Police Training Committee (MPTC). In addition to their basic training, officers receive annual in-service training in a wide variety of topics such as: domestic violence, criminal law and procedure, crime prevention, prevention, and investigation of sexual assault, first aid/CPR/AED, and community policing. In addition, they annually qualify in the use of firearms and perform a practical application of active shooter training. All officers are trained as First Aid/ First Responders.

Some of the primary functions of the Department are: responding to incident calls; responding to disturbances; providing escorts; taking reports of missing and stolen property; responding to alarms; investigating trespassers or unwanted guests; and maintaining security and control over the five campus parking lots. In addition to these activities, officers present safety and security information at community meetings, make presentations at student and parent orientations, teach Rape Aggression Defense (RAD) classes, initiate informal contact with students, faculty and staff while performing bike and foot patrols. Officers are committed to keeping the Wentworth community safe and secure.

The Public Safety Department are members of Wentworth's Critical Incident Response Team (CIRT) and the Behavioral Intervention Team (BIT).

The Department of Public Safety (DPS) operates a twenty-four-hour campus communication center at the 610 Huntington Avenue facility. In addition to answering telephone calls and walk-in requests for public safety services, the Department Dispatchers are responsible for the monitoring of all emergency alarms and visual scrutiny of campus activity captured and recorded by a system of video cameras covering most of the campus area. There are four DPS employees who are designated as Department Dispatchers.

In addition to the Police Officers and Dispatchers, there are two DPS employees who are designated as Public Safety Aides. Their responsibilities vary daily depending on the ever-changing Department needs and the requests for assistance from the Wentworth community. Their duties may include roving foot patrol or stationary posts, responding to building alarms, assisting with campus-wide locking and unlocking of buildings and classrooms and the enforcement of parking regulations.

There is one DPS employee whose title is Greeter. The Greeter is assigned to the information booth at the entrance to the main parking lot and adjacent to the main administrative building. This person acts as a liaison with the Institute's administrative offices to coordinate parking needs for both the day-to-day operation and for the numerous special events that bring an extraordinary amount of vehicle traffic to the campus.

Wentworth Institute also engages the services of Longwood Security, a uniformed private security company that maintains fixed posts in residence halls and buildings where students and faculty study and work into the late evening and early morning hours. The private security officers are unarmed and are positioned in areas near entrance doors with the highest visibility where they can best serve the members of the Wentworth community. They have both portable radio and telephone access, so they can communicate immediately with the Dispatch Center to both report incidents and request assistance. All security officers receive annual in-service training are certified in first-aid, Automated External Defibrillators (AED's) and CPR.

## **INTERAGENCY RELATIONSHIPS**

The Wentworth Department of Public Safety maintains a close working relationship with, and receives support from the Boston Police Department, the Massachusetts State Police, the Massachusetts Bay Transportation Authority, the Departments of Public Safety at Northeastern University and the Colleges of the Fenway and numerous federal law enforcement agencies. Crime information is exchanged daily, and the DPS Dispatch Center constantly monitors off-campus crime and incidents occurring in and around the campus area. Boston Police Headquarters is located two city blocks from the front door of Wentworth's main building. The University does not have student organizations that are officially recognized in off campus locations.

Wentworth Institute of Technology is one of five colleges located in the Fenway area of Boston that are collectively known as the Colleges of the Fenway (COF), a consortium that enhances academic and social opportunities between students, faculty, and staffs of each institution. Each college has separate and distinct governing bodies. Each college also has its' own public safety department. Although independent of one another there is regular communication and collaborative support between the police departments.

WIT DPS does not have any MOU's with any local agencies to investigate alleged criminal behavior, yet relies on coordinated efforts between local law enforcement agencies for any criminal or inappropriate activity engaged in by Wentworth students at off-campus locations is monitored, shared and documented. This information may also be provided to the Office of the Dean of Students for any disciplinary action or follow-up that may be appropriate in accordance with the Student Code of Conduct Handbook.

By mutual agreement with state and federal agencies, The Wentworth Department of Public Safety maintains an NLETS terminal (National Law Enforcement Telecommunications Network). Through this system, police personnel can access the National Crime Information Computer (NCIC) database. This database is used to access criminal history data, nationwide police records and driver/vehicle identification information, as well as other local, state, and federal law enforcement information.

The Wentworth Department of Public Safety is one of many Boston-area policing agencies that partner with the Boston Regional Intelligence Center (BRIC). The BRIC, which is staffed and hosted by Boston Police personnel, is at the forefront of intelligence collection and analysis. Information gathered by the BRIC pinpoints specific areas of crime, follows developing crime trends, and gang violence, as well as helping to identify major "players" and ex-offenders returning to our neighborhoods. Funded by the U.S. Department of Homeland Security, the BRIC also supplies intelligence vital to the Department's counterterrorism plans. The BRIC disseminates information in daily bulletins and provides important advisories as critical incidents are unfolding.

Wentworth is one of eighteen colleges, hospitals and research institutions that make up the Longwood Medical and Academic Area (LMA). This partnership works together on numerous topics and projects that are of concern to all or most because of the potential impact that individual projects may have on other member institutions. There are a series of standing committees that meet regularly on subjects as diverse as building construction, emergency management, disaster planning, hazardous material storage, traffic planning etc. There are two groups that have a direct impact on public safety, The Committee on Emergency Preparedness and The Committee on Security. The Chief of the Wentworth Police Department is a member of both committees and regularly attends the monthly meetings.

These committees share information on recent criminal activity, discuss best practices in security and crime prevention, and develop trainings that will benefit all member agencies.

The Colleges of the Fenway also share the services of one Emergency Preparedness coordinator who works as a group leader on public safety readiness projects that are designed to improve public safety on all four campuses. In addition, the coordinator works individually with the Emergency Preparedness committees on each campus with projects based on needs and desires that are unique to their campus and community.

The Boston Fire Department maintains a station housing Engine 37 and Ladder 26 at 560 Huntington Avenue. The station is manned and operational twenty-four hours a day. This building is literally embedded into the Wentworth Campus and the firefighters provide rapid response to any public safety requests from the Institute.

## **INVESTIGATIONS**

Police officers assigned to the WIT Department of Public Safety investigate all complaints resulting from calls for service or as a result of a report or request from a Wentworth community member who believes he or she is a victim of a crime. Officers pursue investigations to their most reasonable conclusion. Officers may conduct follow-up investigations, and if needed they may request the assistance of the Massachusetts State police, Boston Police, Massachusetts Bay Transportation (MBTA) Police, the Suffolk County Sheriff's Office, the Office of the Attorney General and the Suffolk County District Attorney's Office.

Complainants may choose to file a report with both law enforcement and the University when the incident constitutes both a crime and a violation of University policy.

A Complainant may pursue some or all these reporting options at the same time (e.g., one may simultaneously pursue a Judicial Conduct Violation -or- Title IX complaint with the University and a criminal complaint). When initiating any report, a Complainant does not need to know whether they wish to request any course of action, nor how to label what happened.

**WEB SITE**      [www.wit.edu/public-safety](http://www.wit.edu/public-safety)

The Department of Public safety supports a web page on the main Wentworth site: [www.wit.edu/public-safety](http://www.wit.edu/public-safety) . The page contains links to information ranging from a department overview, emergency telephone numbers, identification and contact numbers of all public safety personnel, personal safety tips and parking information. There are also direct links to the annual Safety, Security and Fire Safety Report (CLERY) and information about Emergency procedures

In addition to the website there is an Institute-wide email system that operates on the Outlook network. All students, faculty and staff are issued a Wentworth email address. Each member of the department of public safety has their own email address and there is a general address that members of the community can use to forward a message to all personnel: [Dept-PublicSafety@wit.edu](mailto:Dept-PublicSafety@wit.edu) The email system can and has been used as an effective method of instant reporting of potentially dangerous and challenging situations that could have an effect on all or part of the Wentworth community.

## **EMERGENCY RESPONSE PLAN**

Wentworth's Emergency Response Plan has been developed to ensure that the Institute is prepared and capable of providing the most effective response possible to any emergency affecting the institution. The top priority is the protection of the life and safety of all students, faculty and staff as well as the protection of the Institute's physical property and assets. A copy of the plan is available through the Public Safety web page [www.wit.edu/public-safety/](http://www.wit.edu/public-safety/).

Within the plan, the following critical elements are considered and linked to procedures and policies aimed at ensuring an effective response:

- Identification of an Emergency Response Organization
- Establishment of a protocol for declaring an emergency and mobilizing the response organization
- Development of plans for communicating the key elements of the plan across the WIT community of students and their families, faculty and staff
- Implementation of plans for training through specific education and drills

## **EMERGENCY NOTIFICATION AND EVACUATION PLAN:**

Wentworth Institute of Technology has developed a process to notify the campus community in cases of emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency (immediate) notification after confirmation:

- Armed Intruder/Active Shooter
- Hostile intruder
- Bomb/explosives threat
- Communicable disease outbreak/Biological threat
- Severe weather
- Terrorist incident
- Civil unrest (riot)
- Natural Disaster
- Hazardous materials incident
- Structural fire/Explosion

In the event of an emergency, Wentworth will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the University community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employee and visitors. WIT DPS is responsible for responding to reported emergencies and confirming the existence of an emergency, sometimes in conjunction with campus administrators, local first responders, public health agencies and/or the national weather center. If WIT DPS confirms that there is a significant emergency or dangerous situation involving an immediate or ongoing threat

to the health and safety of some or all of the members of the University community, WIT DPS will determine the content of the message and will use some or all of the systems described below to communicate the threat to the community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. At such time, the University will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing the notification, in the professional judgment of responsible authorities, will compromise efforts to assist a victim or efforts to contain, respond to, or otherwise mitigate the emergency.

## **METHODS OF EMERGENCY NOTIFICATIONS**

The primary method of communication to alert faculty, staff, and students of an emergency is through a mass notification system. The University uses RAVE mass notification system, which is a web-based system that allows designated University officials to send time sensitive communication to university students, faculty, and staff. The RAVE system offers an opt-in feature that allows visitors, guests, and contractors to receive RAVE notifications while they are connected to the Wentworth campus. There are two sign-up options: short term and long term. Short term is advised for those attending a campus event or visiting for a few days. Long term is advised for those working or affiliated with the campus for an extended time period such as contractors, cafeteria workers or cleaning crew members that are on the campus during the week.

- For Short Term, text the word: WITEVENT to phone number 226787. The texter will receive an immediate acceptance notification on their phone. The opt-in is good for three days.
- For Long Term, text the word: WITALERT to phone number 226787. The texter will receive an immediate acceptance notification on their phone. The opt-in is good for 180 days.

The RAVE campus mass notification allows an authorized University administrator(s) (AVP of Public Safety, Captain of Public Safety, Police Officers, or Public Safety Dispatchers) to send a message to the University community within minutes. When deployed, the RAVE mass notification is able to broadcast messages to the community by several methods:

- Text message
- Twitter
- E-mail
- Facebook

The content of the message will vary depending on the situation. At a minimum, the messages will describe the emergency, provide basic instructions to the community, and will direct them to where they can receive additional information. Follow-up information will be distributed using some or all of the identified communication systems. The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents, and other interested parties. The larger community can also access emergency information via WIT homepage and/or social media.

The Wentworth Institute of Technology may employ other methods to communicate emergency messages to the community as warranted. These methods include the following:

- Public Safety vehicles equipped with Public Address Systems
- University website: <https://wit.edu/>
- In person communications
- Local Radio Stations
- Local Television Stations

## EVACUATIONS

The emergency evacuation procedures are tested at least twice each year. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The WIT DPS does not tell building occupants in advance about the designated location for long-term evacuation because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, WIT DPS staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency.

At the Wentworth Institute of Technology evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants “practice” drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. Instructions to evacuate will be issued by first responders that may include the following agencies or departments but not limited to:

- WIT DPS
- Local Police Department/Officials
- Local Fire Department/Officials
- University Officials

Upon instruction, faculty, students, and staff are required to immediately evacuate in a calm and orderly fashion to a safe area or area designated by first responders. WIT DPS asks that you:

- Remain Calm
- Carefully follow instructions
- Assist handicapped person and others in need of assistance.
- Do not turn off lights or equipment
- Do not lock doors
- Do not touch or handle anything you suspect is suspicious; immediately Notify a first responder.
- Remain in the safe or designated area until a first responder or another official has deemed it safe

to leave

## **Before an Emergency Requiring Evacuation**

In advance, locate the nearest exit from your work location and determine the route you will follow to reach that exit in an emergency. Establish an alternate route to be used in the event your route is blocked or unsafe.

## **During an Evacuation**

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify WIT DPS at 617-989-4444 or dial 911.

Only if time and conditions permit, secure your workplace and take with you important personal items that are easily accessible such as; car keys, purse, medication, and glasses. Read and understand the following steps:

1. Follow instruction from emergency personnel
2. Check doors for heat before opening and if the door is hot, do not open it.
3. Walk; **DO NOT RUN**, push, or crowd.
4. Use handrails in stairwells and stay to the right.
5. Keep noise to a minimum so you can hear emergency instructions.
6. Assist people with disabilities
7. Unless otherwise instructed, move quickly away from the building towards an assembly point.
8. Watch for falling glass and other debris.
9. Keep roadways and walkways clear for emergency vehicles.
10. If you have relocated away from the building, **DO NOT** return until notified that it is safe.

## **Evacuation of Individuals with Disabilities or Special Needs**

You should take into consideration that there might be someone near you who may need help during an evacuation. REMEMBER, the best way to help someone during an evacuation is to first consult with that person regarding how best to assist them.

## **SHELTER-IN-PLACE PROCEDURES-WHAT IT MEANS TO “SHELTER-IN-PLACE”**

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside. Shelter-in-place events are usually Weather-related emergencies requiring people to stay indoors.

## How Do I Shelter in Place?

### 1. **REMAIN CALM!**

2. Immediately seek shelter inside the closest sturdy building.
3. Do not wait until you physically see a tornado or severe weather event to react.
4. Resist the temptation to go outside and check the weather conditions yourself.
5. Once inside, stay away from windows, glass, and unsecured objects that may fall.
6. Seek shelter in interior rooms and corridors.

## **TIMELY WARNING NOTICES**

Timely Warning Notifications(TWN) are issued “campus wide” for any crime defined by the Clery Act that occurs within the WIT Clery Geography (on campus, public property and non-campus property) that, in the judgement of the AVP of Public Safety or designee and in consultation with responsible authorities when time permits, may present a serious or on-going threat to members of the University Community. Timely Warnings may be issued for other crime categories and/or for off campus crimes at the sole discretion of the University, when deemed necessary. These warnings could also include significant threatening weather conditions, traffic advisories, and dangerous conditions on or off campus.

The AVP of Public Safety or designee reviews all reports to determine if there is an on-going or serious threat to the community and if the distribution of a TWN is warranted. If it is determined that such an event has occurred, the AVP of Public Safety or designee will determine the initial general content of the notice and a campus wide TWN will be issued. In certain cases, and when necessary, the Office of Communications (OC) may also draft the TWN. TWN's will be distributed as soon as pertinent information becomes available. However, the name(s) of any complainant(s) or confidential complainant(s) are confidential and will be withheld, as the purpose and intent of a TWN is to aid in the prevention of similar occurrences. WIT DPS will work with the Office of Communications to distribute the timely warning notice to the campus community which is the primary method of communication via email blast to all WIT assigned email accounts. Timely warnings may also be issued using some or all of the following, but are not limited to:

- a. WIT website
- b. University Email
- c. Flyers
- d. Face to Face communication
- e. RAVE Messaging)

Information contained within the Timely Warning notice may include, but is not limited to, the following: the nature of the crime, date, and location of crime, suspect(s)/involved parties, and any additional details that would benefit members of the community. Timely Warnings may include information about the process to be followed for anyone having additional information regarding the incident and precautions that individuals may take to reduce any further risk of similar crimes being committed.

Anyone with information which may potentially warrant a timely warning is urged to report the circumstances to the **Public Safety Department (617-989-4444)** or in person at the dispatch center

located at the Public Safety Department on the first floor of the 610 Huntington Avenue residence hall.

## **ACCESS TO CAMPUS RESIDENCE FACILITIES**

Student residence halls are only accessible to residents and their guests. Residence halls are locked and secured twenty-four-hours a day and require residents to swipe their identification cards to gain access. In the major residence halls (excluding several smaller, brownstone style residences) all guests arriving after 8:00 pm must be signed in by a building resident and they must present proper identification to the security personnel at the front desk. The security officer maintains a log with the guest's pertinent information. Stationary student door monitors and private security officers provide evening and overnight security in the residence halls except for the previously mentioned smaller "brownstone" units. During vacation and holiday periods, security is present in residences where students are allowed to remain during the break.

## **ACCESS TO CAMPUS BUILDINGS**

During normal business hours, 6:00 a.m. to 10:00 p.m., campus academic and administration facilities are open to the Wentworth community. During other times the buildings are locked, and access may only be gained by swiping in with Wentworth identification cards (when and where authorized) or by contacting the Wentworth Department of Public Safety and requesting access. Faculty and staff wishing to gain access to buildings after hours must sign in at the Police Dispatch Center and produce their Wentworth Identification Card.

## **PUBLIC SAFETY SERVICES**

### **CAMPUS SECURITY PATROL**

Police officers assigned to the Department of Public Safety patrol the Wentworth campus twenty-four hours a day, seven days a week. All officers are equipped with two-way radio communications and stay in constant contact with the Department of Public Safety Dispatch Center while on patrol. The officers patrol on foot, on bicycles and in marked SUV units that can also serve to provide emergency transportation for sick or injured parties.

### **BIKE PATROL**

Police officers utilize mountain bicycles as an effective method of patrol and increased visibility in the Wentworth community. Officers selected for bike patrol are trained and certified following a 40-hour rider safety program (COBWEB). Bicycle patrols cover a wider area and travel faster than a foot patrol and can quickly get to and into areas that a full-size vehicle cannot. Bike patrols are weather dependent and generally occur from April through November.

### **24-HOUR SAFETY ESCORT SERVICE**

Escort services are provided to community members traveling on campus to and from parking lots, residence halls or to Massachusetts Bay Transportation Authority (MBTA) bus and trolley stops as well as to the Ruggles Station for the commuter rail train. The escorts are conducted by Department police officers and are available upon request at all hours of the day.

### **MEDICAL ASSISTANCE**

WIT uniformed patrol officers are trained first responders to medical emergencies. In addition, officers have received specialized training in the use of tourniquets, AED's and Narcan.

Each police vehicle is equipped with a medical supply bag and medical equipment that includes, an AED, Narcan, Stop the Bleed kits, and extensive First Aid equipment. Wentworth officers respond to medical assistance calls daily.

## **CAMPUS SECURITY TECHNICAL SUPPORT**

### **CLOSED CIRCUIT CAMERA SYSTEM**

A campus wide closed-circuit camera system records external and internal activity 24 hours a day, 7 days a week. There are currently 174 active and recording cameras on the Wentworth campus. Their primary use is to assist the Wentworth DPS in both preventing and solving crime. The cameras also offer support in other ways such as: 1) spotting and monitoring weather-related problems like flooding and dangerous snow buildup; 2) overseeing of campus sponsored activities such as concerts, fairs, barbecues, etc.; and 3) observing foot and vehicle traffic in most of the campus parking lots. The system also monitors foot and auto traffic on the streets and sidewalks that border the campus. The camera system records and preserves the captured information for approximately thirty days. Images and information obtained from the cameras that may assist in criminal investigations external to the campus are often shared with the State, Boston and Transit Police as well as with the area college and university police departments.

### **ELECTRONIC ALARM MONITORING**

Most of Wentworth's points of access in buildings, rooms, elevators and offices are equipped with electronic alarms. When activated, these alarms report to the 24/7 Dispatch Center at Wentworth Department of Public Safety.

### **CARD ACCESS CONTROL**

Wentworth's residence halls, studios, computer labs and academic buildings are equipped with an electronic card access system. This system both limits and monitors access to Wentworth campus facilities.

### **EMERGENCY PHONES**

There are 18 Emergency Police Assistance Phones strategically situated throughout the campus at outside locations. These phones have blue lights above for easy identification. These phones call directly into the 24/7 Dispatch Center at Wentworth Department of Public Safety and are answered immediately.

### **BE SAFE TECHNOLOGY**

BE SAFE is an emergency response system that provides DPS and First Responders with a complete, accurate and "to scale" breakdown of the grounds and buildings owned and maintained by Wentworth. It includes digital floor and office plans of every residence, administration, and academic building. In addition, it contains lists of emergency contacts with Boston Fire, Police and EMS as well as all utility companies that service the complete campus area. The service is updated every six months or as needed.

When activated the system facilitates clear and accurate communications between Wentworth and emergency response vehicles that are summoned to campus to assist in time of need. In the event of an emergency, complete campus geographic information is instantly accessible. The service is delivered in three modes to insure there is no failure or communication breakdown because of a loss

of power or internet service during an emergency. The system can be accessed through the BE SAFE internet site using a password key that is accessible to every member of DPS. Copies of all the information have also been downloaded to portable flash drives for use in all DPS computers including those located in the three police vehicles. Lastly, there are hard copies of all the information located in the DPS dispatch center and readily accessible to DPS personnel 24/7.

## **MAINTENANCE SERVICES**

Wentworth's Physical Plant Department is responsible for the maintenance of campus buildings and grounds. Unsafe conditions or those raising concerns for personal safety or property protection, including inoperative locking hardware, exterior and interior lighting, steps and handrails, unsecured equipment and hazardous conditions (including weather related conditions) should be brought to the attention of the Physical Plant office (617-989-4550). Physical Plant is staffed from 6:00 a.m. until 10:00 p.m., Monday thru Friday. There is limited weekend coverage, but designated employees are "on-call" and can be reached and activated when needed. During non-business hours, contact the Public Safety Dispatcher (617-989-4400) to report maintenance issues or problems.

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. WIT DPS regularly patrols the campus and reports malfunctioning lights and other unsafe physical conditions to Physical Plant for corrections. Other members of the University community are helpful when they report equipment problems to WIT DPS or to the Physical Plant Department.

## **SAFETY / CRIME PREVENTION PROGRAMS**

The Wentworth Public Safety Department believes that a well-informed interactive community is the best defense against crime. Safety and security are concerns that should be shared by all members of the campus community. For these reasons, the Wentworth Public Safety Department offers educational awareness programs throughout the academic year. These programs are intended to address personal safety, fire safety, property security, and crime prevention. They are scheduled through many of the organizations on campus. The following is a partial list of crime prevention programs presently available at WIT:

### **NEW STUDENT ORIENTATION**

A one-hour presentation on crime prevention, accompanied by brochures and other printed material, is presented to all new students at the start of each academic year.

### **NEW EMPLOYEE ORIENTATION**

Crime prevention presentations and printed materials are provided to employees throughout the year.

### **SEXUAL ASSAULT AWARENESS, EDUCATION AND PREVENTION**

Wentworth Police are members of local and regional sexual assault prevention and investigation networks. All Officers have received specialized training and certification in the investigation of sexual assault and related crimes. Programs on sexual assault awareness, education and prevention are presented each semester through the Department of Student Affairs and/or in conjunction with the

Department of Public Safety.

## **ACTIVE SHOOTER PREPAREDNESS TRAINING**

This program is designed for and delivered to Wentworth faculty, staff, and students each semester and is also offered upon request by individual academic or administrative departments. The program is based on “Active Shooter: How to Respond” an initiative of the Federal Government’s Department of Homeland Security. It addresses the recognition of potential indicators of violence, actions to be taken to prevent and prepare for potential active shooter incidents, understanding the actions taken by law enforcement in responding to active shooter situations and managing the consequences of an active shooter incident.

## **RAPE AGGRESSION DEFENSE PROGRAM**

A Rape Aggression Defense Program (RAD) is offered to female community members by specially trained and certified DPS officers at least once per semester or upon special request. The objective of this program is to develop and enhance the options of self-defense, so they may become viable considerations should one become the victim of an attack. These programs are offered in concert with other Colleges of the Fenway and the Longwood Medical Area group and are restricted to women at this time.

## **BASIC DEFENSE CLASS FOR MEN**

The Department of Public Safety offers a basic defensive tactics program for men. The class is designed for those that have no previous defense training of any kind. The class is interactive, and the instructors demonstrate several simple but effective techniques that may help a person defend themselves against any attacks.

## **BLUE LIGHT SAFETY WALK**

The Department of Public Safety and the Campus Climate Student Programming Committee co-host an annual **Blue Light Safety Walk** to help promote campus safety and provide an overview of the safety resources available to our entire community. The program consists of a tour of the campus to identify our Blue Light emergency notification phone system along with an overview of how to activate the phone and what the caller can expect in response and response time. In addition to the walk there is a training talk outlining the other available campus safety programs and strategies.

## **OPERATION IDENTIFICATION**

This is a national program of engraving serial numbers or owner identified numbers on computers, bicycles, and other valuable items. WIT Officers conduct the program in residence halls and engraving machines can be borrowed by residents anytime free of charge.

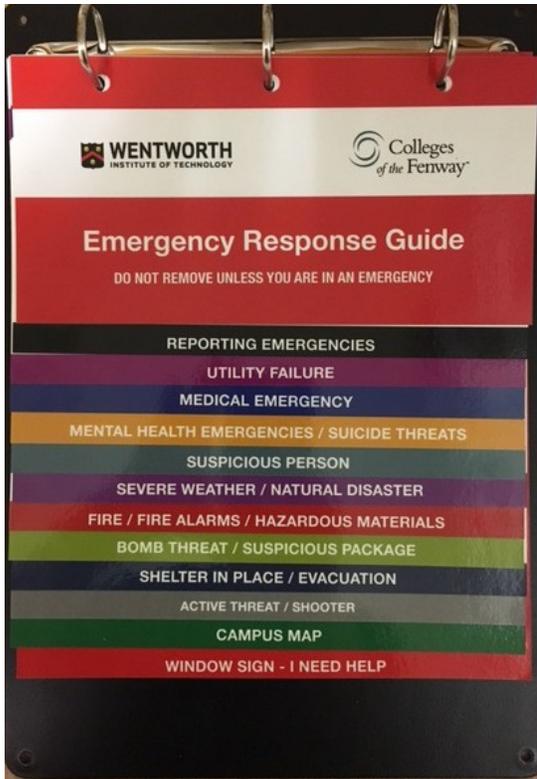
## **CRIME PREVENTION PRESENTATIONS**

Crime Prevention Presentations are offered by specially trained officers at various times and places on campus in conjunction with, but not limited to, campus fairs and gatherings, student, faculty and staff orientations, and open houses. These programs are tailored to the interests of students, staff, or

faculty groups.

## PRINTED CRIME PREVENTION MATERIALS

Brochures and other crime prevention and awareness information are widely distributed at crime prevention presentations and are available at the Public Safety office anytime.



## EMERGENCY RESPONSE GUIDE

The Department of Public Safety, in conjunction with Wentworth's Critical Incident Response Team (CIRT) and the Colleges of the Fenway has prepared and distributed an Emergency Response Guide for students, faculty, and staff. A hard copy of this cascading style manual is affixed to walls in every classroom and administrative area on campus. In addition, numerous copies hang in the residence halls, student center, gymnasium and library.

The guides are attached to hooks on the walls and can be easily removed for use during a time of crisis or danger. Personal copies can be downloaded from the Department of Public Safety website.

### The Guide Topics are:

- Reporting Emergencies
- Utility Failure
- Medical Emergency
- Mental Health Emergencies / Suicide Threats
- Suspicious Persons
- Severe Weather / Natural Disaster
- Fire / Fire Alarms / Hazardous Materials
- Bomb Threat / Suspicious Package
- Shelter in Place / Evacuation
- Active Threat / Shooter
- Campus Map
- Window Sign - I Need Help

In addition to the full-sized wall hanging Emergency Response Guides, the Department of Public Safety has reproduced all of the same information and included a campus map on a two inch by three inch wallet sized Z-Card that expands to a nine inch by 15 inch easy to see and read format. The Z-Cards are distributed at campus events, safety talks, open houses, and orientations. They are also available 24-7 at the walk-up window in the Dispatch Center.

## REPORTING EMERGENCIES, CRIMES AND SUSPICIOUS ACTIVITIES

Wentworth Institute of Technology strongly encourages all community members to promptly report criminal activity, suspicious persons or behavior, medical emergencies, and hazardous situations to the Department of Public Safety (DPS). Reports and requests for service can be initiated by notifying any Institute employee, stopping by the 24-hour Public Safety Police Dispatch Center, using one of the 18 blue light emergency information call boxes located throughout the campus or by calling **617-989-4444** or **x4444** on any campus phone. Reports made in a timely and accurate nature are vital to assuring the safety of all.

If a community member chooses, they can report crimes to the Boston Police Department by calling 911. They can also request that the Wentworth Police contact the Boston Police Department for them. Off campus crime and incidents should be immediately reported to the local police by calling 911.

The Wentworth DPS investigates all reported criminal activity and other safety related incidents occurring on campus. Officers enforce state and federal law, Institute policies, parking regulations and violations of the Student Code of Conduct. Wentworth encourages accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies, when the victim of a crime elects to, or is unable to make such a report.

The Title IX Office,( 617-989-4183), Office of Housing and Residential Life (617-989-4160) and the Dean of Students Office (617- 989-4702) routinely assist students in reporting crimes and serious incidents while the Office of Human Resources (617-989-4190) assists faculty and staff. Counseling and other victim support services are available upon request to all students and employees at Wentworth. Wentworth Police and the offices mentioned above will always assist community members and assist in reporting crime.

Community members are urged to trust their instincts! If something doesn't seem right, it probably isn't. The following are signs of behavior that may be suspicious:

- A stranger carrying property at an unusual hour or location, especially computers or other electronic items or locked bicycles.
- A person going door-to-door in an academic, administrative, or residential building when no one is around.
- Any person forcibly entering a locked vehicle or building.
- One or more persons sitting in a parked car for an extended period and scanning the area.
- Anyone being forced into a vehicle or area.
- A person exhibiting unusual mental or physical behavior or appearing "not to fit" the location or time of day.
- Unusual noises such as screaming, gunshots, barking dogs, fighting, etc.

## **MISSING PERSONS PROCEDURE**

The purpose of this procedure is to establish protocols for Wentworth Institute's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

A student may be considered a "missing person" if their absence is contrary to their usual pattern of behavior or if unusual circumstances may have caused the absence. Such circumstances may include, but are not limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

### **PROCEDURES FOR DESIGNATION OF EMERGENCY CONTACT INFORMATION**

#### **1. Students age 18 and above and emancipated minors-**

Students will be given the opportunity along with the housing agreement to register a confidential individual or individuals to be contacted by the college in an emergency. This contact information will only be accessible to authorized campus officials and may not be disclosed except to law enforcement personnel in the furtherance of a missing person investigation. This individual(s) will be contacted no later than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. This designation will remain in effect until changed or revoked by the individual.

#### **2. Students under the age of 18-**

In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the college is required to notify a custodial parent or guardian and the emergency contact as soon as possible, and in any case no later than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

### **OFFICIAL NOTIFICATION PROCEDURES FOR MISSING PERSONS**

1. Any individual on campus who has information that a residential or other student may be a missing person must notify the **Wentworth Department of Public Safety (617-989- 4444 or ext. 4444)** immediately.
2. The Wentworth Police will gather all essential information about the student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.
3. If the above actions are unsuccessful in locating the student or it is immediately apparent that the student is a missing person (e.g., witnessed abduction), Wentworth Police will contact the Boston Police Department to report the student as a missing person and the Boston Police will also begin a concurrent investigation.
4. No later than 24 hours after determining that a residential student is missing, the Dean of Students will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

## **REPORTING THREATENING BEHAVIOR OR OTHER BEHAVIORAL CONCERNS – “SEE SOMETHING, SAY SOMETHING”**

Whether on or off campus, anyone who is witness to or the victim of an assault, a threat, or any other crime is strongly encouraged to contact the **WIT Public Safety Department at 617-989-4444** for assistance. One may also contact the following departments for assistance in reporting concerns:

- **Student Affairs Department/ Dean of Students Office - 617-989-4702**
- **Office of Housing and Residential Life - 617-989-4160**
- **Counseling Center - 617-989-4390**
- **Human Resources – 617-989-4190**

In addition, any member of the Wentworth community who is concerned about a student’s well-being may share their concerns by submitting a CARE report. CARE reports are reviewed by the Deans in the Dean of Students Office and the CARE Team. Based on the information received, the CARE Team will determine the best plan for outreach. The CARE report is NOT for use in an emergency. If you witness a situation or have information that threatens the safety of a student or another individual, call Public Safety immediately at 617-989-4444. More information regarding submitting a care report at link below:

<https://wit.edu/student-life/student-affairs/care-report>

Personnel working in these departments have received specialized training and have a wide array of experience in dealing with unusual behaviors and circumstances. They should be informed of any individual exhibiting potentially threatening, intimidating, or dangerous patterns and/or individuals that may be participating in destructive behavior (self-destructive and/or destructive towards others).

They should also be informed about anyone who may have talked about plans to harm themselves or others or may have access to weapons that can be used to harm themselves or others. Individuals who have not yet developed plans or obtained the means to harm themselves or others may still benefit from intervention. Though no single indicator necessarily means that an individual will harm themselves or others, that behavior should be reported. Multiple observed factors are often involved therefore observations by several different persons at different intervals should all be reported.

The WIT Department of Public Safety strongly encourages the reporting of individuals who may fall into these categories.

## **CAMPUS SECURITY AUTHORITIES**

Federal law requires the Wentworth Institute of Technology (WIT) to disclose statistics concerning the occurrence of certain crimes enumerated in the Clery Act that occur within the WIT Clery geography and that are reported to campus security authorities (CSAs) and local law enforcement. The function of a campus security authority is to report to the official or office designated by the institution to collect crime report information, (Department of Public Safety), those allegations of Clery Act crimes that they receive. CSAs are responsible for reporting allegations of Clery Act crimes that are reported to them in their capacity as a CSA. This means that CSAs are not responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation; that a classmate or student mentions during an in-class discussion; that a victim

mentions during a speech, workshop, or any other form of group presentation; or that the CSA otherwise learns about in an indirect manner. Under the law, CSAs include any member of the WIT Department of Public Safety (DPS), any individual who has responsibility for campus security but who is not a member of the WIT DPS; any individual identified by WIT as someone to whom a crime should be reported; and any WIT official who has significant responsibility for student and campus activities. Individuals serving WIT as CSAs vary from unit to unit based on their job functions, but include by way of example (but not limitation):

- Dean of Students; Assistant Deans
- Director of Human Resources,
- Title IX Coordinator.
- Housing Directors/Coordinators and Resident Assistants
- Athletics Department; Athletic Director, Coaches, Trainers
- Director of International Studies and External Programs.
- Residence Hall Security Desk Attendants.
- Student Group Advisors.
- Director of Student Health
- Director of COOPs and Careers

All CSA's should encourage any person who reports a crime or other incident involving campus security to notify the WIT DPS immediately. Any CSA who receives a report of an incident involving a crime or campus security matter must contact WIT Public Safety Department immediately and inform the Department of the incident consistent with the confidentiality considerations discussed below. CSA reports are used by the institution to compile statistics for Clery Act reporting and to help determine if there is a serious or continuing threat to the safety of the campus community that would require an alert (i.e., a timely warning or emergency notification ). However, those responsibilities can usually be met without disclosing personally identifying information. A CSA report does not need to automatically result in the initiation of a police or disciplinary investigation if the victim does not want to pursue this action.

## **CONFIDENTIALITY CONSIDERATIONS**

A CSA is **not** required to disclose confidential information to WIT DPS concerning an incident such as information that would identify a victim of a crime who wishes for his or her identity to remain confidential. However, CSAs are required to inform WIT DPS of the existence of all known incidents, including confidential incidents, so that such incidents can be recorded as statistics and, assessed for timely warnings and where appropriate, included in the WIT annual security report.

If a reporting party does not consent to the disclosure of his or her identity to the WIT DPS, then CSA's are expected to inform the WIT DPS of the reporting party's wish for confidentiality and to report the incident to WIT DPS for statistical purposes. CSAs must report an incident to the WIT Public Safety without disclosing identifying information concerning the reporting party unless the reporting party consents to disclosure of his or her identity.

WIT strongly urges all community members to report any criminal incident to WIT DPS. In the event an individual chooses not to report a crime, WIT advises that person to at least disclose the occurrence of the incident to a WIT DPS authority so it may be counted, where appropriate, in the WIT annual Clery Report.

## **COUNSELORS AND CONFIDENTIAL CRIME REPORTING**

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092(f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. The pastoral or professional counselor exemption is intended to ensure that these individuals can provide appropriate counseling services without an obligation to report crimes they may learn about. This exemption is intended to protect the counselor-client relationship. However, even the legally recognized privileges acknowledge some exemptions, and there may be situations in which counselors are in fact under a legal obligation to report a crime.

### **PASTORAL COUNSELOR**

A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor.

### **PROFESSIONAL COUNSELOR**

A person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of the counselor’s license or certification. This definition applies even to professional counselors who are not employees of the institution but are under contract to provide counseling at the institution.

### **ANONYMOUS REPORTING**

Community members may report criminal or suspicious activity anonymously by calling WIT DPS at 617-989-4400. Calls to report domestic violence and sexual assaults, drug usage and dealing, or any other criminal or safety related activities are encouraged. The information provided should be as detailed as possible.

To anonymously report incidences of Sexual Misconduct and Sex-Based Discrimination including sexual harassment (including quid pro quo and hostile environment), as well as sexual assault, dating violence, domestic violence, stalking, discrimination based on sex, sexual exploitation, and retaliation. Visit:

[https://cm.maxient.com/reportingform.php?Wentworth&layout\\_id=2](https://cm.maxient.com/reportingform.php?Wentworth&layout_id=2)

In those situations where you prefer to place an anonymous report in confidence, you are encouraged to use a third party hotline provider, EthicsPoint. You are encouraged to submit reports relating to violations of laws, policies or our standards of behavior and conduct. This service has also been established to report situations where you are concerned about the behavior of another member of our community but are reluctant to tell someone on-campus. Visit:

[wit.ethicspoint.com](http://wit.ethicspoint.com)

## **GOOD SAMARITAN POLICY**

Wentworth Institute of Technology is strongly committed to both the development of the student and the health and safety of the community. All members of the Wentworth community are expected to uphold the Wentworth Creed, the Student Code of Conduct, the Leopard's Oath, and to look out for one another. Students may be reluctant to seek help in alcohol, prescription drug and illegal substance related emergencies due to their own involvement for violating the Code of Conduct. When these emergencies are serious and/or life-threatening, Wentworth wants to promote a culture of students seeking assistance when it is needed, as well as a culture of responsibility. For this reason, Wentworth has developed a Good Samaritan Policy.

In cases of a medical emergency resulting from alcohol, prescription drug, or illegal substances, students are expected to seek out help for an individual(s) needing medical attention by contacting Public Safety and/or 911 and remain with the individual(s) until the time assistance arrives. Students who seek out emergency assistance for an individual(s) will face no formal Institute disciplinary action or sanction for their own conduct which could be a policy violation relating to personal alcohol, prescription drug and/or illegal drug use that occurred immediately before or during the medical emergency incident. However, the personal use will be documented, and an educational response may be required. This policy also applies to the individual for who the emergency assistance was requested

Violations other than personal use of alcohol and /or prescription drugs and/or illegal drugs do not fall within the scope of this policy.

The Good Samaritan Policy will not apply for calls for medical assistance made after the Institute or local authorities have already intervened and/or confronted a situation. Students who abuse the protections of the Good Samaritan Policy by seeking help for others when there is no good-faith basis for doing so, will not be able to claim the benefits of the Policy.

## **BEHAVIORAL INTERVENTION TEAM (BIT)**

Wentworth has an established Care Team and Behavioral Intervention Team (BIT) that is committed to improving safety for the entire Wentworth community through a proactive, collaborative, coordinated, objective, and thoughtful approach to the prevention, identification, assessment, intervention, and management of situations that pose, or may reasonably pose, a threat to the safety and well-being of the campus community.

The purpose of the BIT team is to serve as the coordinating hub of a network of existing resources, focused on prevention and early intervention in community situations involving members experiencing distress or engaging in harmful or disruptive behaviors. The BIT team develops intervention and support strategies and offers case coordination. The Team meets on a bi-weekly schedule and as often as needed when special circumstances dictate. The Team consists of the AVP Student Affairs/Associate Dean of Students, Assistant Dean of Students, Assistant Dean of Students/Health and Wellness, Sergeant, Public Safety, Associate Director of Human Resources.

Each semester BIT members produce a Campus Safety Training Series that was developed with the interests of the safety and security for the entire Wentworth community. There are four separate and distinct components each lasting one hour. They are not mandatory but are well advertised and all

our community members are urged to attend.

- **CARING FOR OUR COMMUNITY:** The purpose is to help recognize warning signs of people in distress and how to respond to and report the behaviors so the individual can receive proper care and treatment. It also introduces the attendees to the BIRT, and CARE teams and talks about available resources that are in place to assist those students, staff and faculty that are in need.
- **ACTIVE INTRUDER:** Familiarizes attendees with basic response practices when encountering workplace or school violence: “Run, Hide, Fight,”
- **SUICIDE PREVENTION:** Familiarizes attendees with the three simple steps to help save the life of someone in distress: “Question, Persuade and Refer.”
- **SPEAK UP:** Designed to teach participants how to actively intervene in bias incidents involving race, gender, ethnicity, religion, sexuality, disability, or any other marginalized identity.

## **SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS**

The Wentworth Department of Public Safety (WIT DPS) takes a proactive approach in dealing with issues of security and crime. The primary tool to accomplish this is a strict adherence to the concept of community policing and keeping the community well informed regarding all relevant issues. All members of the Wentworth community are encouraged to participate in the effort to keep our community free from crime and disruption. The following is a list of some of the programs utilized by Wentworth’s DPS that supports the educational mission of the College and enables our community to make well informed decisions regarding issues of safety.

WIT provides numerous education and awareness programs. For instance, The Rape Aggression Defense (RAD) Program promotes awareness, prevention and self-defense skills. RAD is offered each year, often in conjunction with other Colleges of the Fenway (COF) institutions. Residence hall visits and talks are held to discuss safety in the city and on campus. Emphasis is placed on topics such as watching out for one another and how to deal with alcohol and drug related issues. Orientation meetings are held with all incoming students to discuss safety issues that they may be confronting for the first time. Special programs are conducted every year to discuss the issues surrounding alcohol, drug and pharmaceuticals abuse that could lead to a student making poor decisions. Outside State and local agencies are frequently called upon to assist in some special areas of training.

- Safety escort/shuttle program provides walking escorts or shuttle transportation for our community members to certain areas both on and off campus.
- There are 18 Emergency Telephones located throughout the campus. Lifting the phones from their receiver initiates immediate contact to the DPS Dispatch Center.
- Residence Hall Security – the DPS works with the Residence Life Staff to promote safe practices in all residence halls through training and education of both residents and staff. Security Officers staff the front desk of all residence halls, controlling access and egress between the hours of 8:00 p.m. to 6:00 a.m., 7 days a week. Baker Hall, a freshman residence is staffed by security 24 hours each day.

- New student orientation - DPS participates in new student orientation, presenting crime awareness and prevention information to students and their parents during the summer and at the beginning of the academic year.
- Similar presentations are made available during College open house sessions conducted by the Admissions Department.
- Parking Facility Security - parking lots are patrolled regularly by Campus Safety Officers. CCTV and emergency phones are part of the security plan.
- Security and Fire Alarm Systems - a computer enhanced alarm system monitors a campus-wide network of fire, door intrusion and panic alarms. When activated, the alarms sound in the DPS Dispatch Center and officers are immediately dispatched to the location of the alarm.
- Security Surveys - comprehensive physical and operational security surveys are conducted periodically by the DPS to assist various College departments improve the security of their work or living spaces and personal and College property.
- Facilities Surveys - a program designed to identify and correct deficiencies in exterior/interior lighting, locking hardware and safety of campus grounds is regularly conducted by DPS Officers.
- Timely Warnings - When a situation arises either on or off campus that in the judgment of the AVP of Public Safety or Assistant Director of Public Safety constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. This includes potentially dangerous criminal situations nearby allowing those receiving the information to take appropriate precautions to aid in the prevention of similar crimes. The warning will be distributed through the college e-mail system to students, faculty and staff and may be placed on the campus L-Connect electronic message board. The information may be manually posted throughout the campus.
- Community Policing - the DPS works closely with all members of the College community, including the Faculty Senate and Student Government to facilitate the exchange of information and ideas and to minimize the instances of crime and disorder.
- Rape Awareness, Intervention and Prevention - All DPS officers are certified under Massachusetts Law as sexual assault investigators and work closely with community groups to present programs dealing with domestic violence, rape and sexual assault especially as part of new student orientation. Rape Aggression defense (RAD) is also offered to all female community members.
- Violence Prevention and Response - Training is offered to all community members in the best practices to respond to issues of campus violence in the event of an occurrence on campus.
- Crime Prevention Information - brochures, posters and other materials carrying crime prevention and awareness information regarding all aspects of personal safety and property security are frequently distributed at various locations on campus by Public Safety Officers.

# **CRIME PREVENTION**

## **AN INDIVIDUAL'S ROLE IN PREVENTING CRIME**

Wentworth's DPS needs community members to actively assist in maintaining a safe and secure campus for all students, faculty, and staff. To accomplish this, we suggest the following:

- Voice concerns about crime and disorder problems.
- Do not wait until crimes occur or problems get out of control; raise concerns with DPS officers or at the DPS office.
- Report and provide information about crimes and suspicious activities.
- Community members are urged to serve as our eyes and ears. They are often in a better position to identify behavior and activities that are out of the ordinary in their residence or workplace. A quick and effective response by WIT Public Safety Officers is greatly assisted by accurate and timely reports of emergency or suspicious incidents. Crime prevention includes calling the WIT Public Safety Dispatch when an individual observes suspicious activity, calling if one is a victim of or becomes aware of a criminal incident, and informing the campus safety office of any potential public safety issues. If the WIT Department of Public Safety is not made aware of an incident, they cannot aid those in need or work to prevent it from occurring again.

## **PERSONAL SAFETY CONSIDERATIONS**

There are steps that can be taken to protect ourselves from crime. There are three elements that are necessary for a crime to occur. There must be an opportunity, a victim and an offender. For example, we know that most thefts and burglaries are crimes of opportunity. They occur because of carelessness. For example, leaving a residence hall or classroom door propped open, a car window down, or a door unlocked in a parking lot. A computer or cellphone left alone in a classroom, cafeteria or student center is a welcome invitation to a thief. The reality is crime can and does happen anywhere, anytime, especially if the opportunity is there for it to happen. The Wentworth Public Safety Department asks you to follow these simple tips to reduce your chances of becoming a victim. Please report all crimes and incidents to Public Safety at 617-989-4400.

### **WHEN YOU ARE WALKING OR RUNNING**

#### **Before You Leave**

- Plan your outing. Always tell someone where you're going and when you'll return. Tell friends or family of your favorite exercise routes.
- Know where telephones are located along the course.
- Wear an identification tag or carry a driver's license. If you don't have a place to carry your ID, write your name, phone number, and blood type and other medical information on the inside of your athletic shoe.
- Don't wear jewelry or carry cash.
- Wear reflective material.

#### **On The Road**

- Walk or run with a partner or a service dog.

- Avoid traveling alone after dark. Call the Campus Safety Department for a ride or walking escort.
- Always stay alert. Runners and walkers often get lulled into a “zone” where they are so focused on their exercise, they lose track of what’s going on around them.
- Don’t wear headsets. If you wear them, you won’t hear an approaching car or attacker. Listen to your surroundings.
- Consider carrying a cellular phone. Program it with the emergency number for the Police.
- Exercise in familiar areas. Know which businesses or establishments are open.
- Vary your route.
- Avoid unpopulated areas, deserted streets, and overgrown trails. Especially avoid poorly lighted areas at night.
- Run clear of parked cars or bushes.
- Ignore verbal harassment. Use discretion in acknowledging strangers. Look directly at others but keep your distance.
- Trust your intuition about a person or an area. React based on that intuition and avoid areas you feel unsure about.
- Be careful if anyone in a car asks you for directions, if you answer, keep a good distance from the car.
- If you think you are being followed, change directions and head for open stores or populated areas.
- Have your door key ready before you reach your home.
- Call police immediately if something happens to you or someone else, or you notice anyone suspicious.
- Avoid shortcuts. Only walk or run on well-lit regularly traveled walks.
- Don't hitchhike. Don't accept rides from casual acquaintances.
- If threatened by an approaching vehicle, run in the opposite direction. The vehicle will have to turn around before it can follow.
- Run, Scream, and make noise. If an individual is being followed or feels they are in danger they should let someone know they are in trouble.

## **WHEN DRIVING OR RIDING IN A CAR**

### **Getting In**

- Walk with purpose and stay alert.
- Approach your car with the key in hand. Look around and inside the car before getting in.
- Be wary of people asking for directions or handing out fliers, trust your instincts, if something makes you feel uneasy, leave the area

### **On the Road**

- Keep your doors locked and windows rolled up (at least partway, if it’s hot and you don’t have air conditioning), no matter how short the distance or how safe the neighborhood.
- When you’re coming to a stop, leave enough room to maneuver around other cars.
- Drive in the center lane to make it harder for would be carjackers to approach the car.
- Avoid driving alone. Go with someone whenever possible.
- Don’t stop to assist a stranger whose car is broken down. Help instead by driving to the nearest phone and calling the police to help.

### **Getting Out**

- Park in well-lighted areas, near sidewalks or walkways. Never park near dumpsters, woods,

or anything that limits your visibility.

- Never leave valuables in plain view, even if the car is locked. Put them in the trunk.
- Try to park in a garage with an attendant. Leave only the ignition key.
- Even if you're rushed, look around before you get out and stay alert to the surroundings.

### **Remember**

- Don't pick up hitchhikers.
- Whenever possible limit your driving to well-lit heavily traveled roads.
- If you feel threatened and cannot drive away, sound the horn to attract attention.
- If your vehicle breaks down, signal for attention by raising your hood. Stay inside your vehicle with your windows closed and your doors locked.
- If you feel you are being followed, keep out of desolate areas. Look for a place where there are people and stop. If you aren't able, ask someone to call the police.
- When parking at night choose well-lit areas. Before getting out of or returning to the vehicle, check for people loitering around the vehicle.

### **AT THE ATM**

- If you drive to the ATM**, keep the car locked when using the ATM. Keep the keys handy so you can enter your car quickly after completing your transaction.
- Be alert** for anything suspicious, especially two or more people in a nearby vehicle, particularly if no one else is at the ATM, or someone who just appears to be "hanging" around the area.
- If you sense something is wrong**, leave the area and use another ATM.
- Have everything ready** before you approach the ATM; have your card ready, know your code. When possible fill out the deposit envelop before approaching the ATM.
- Report all ATM crimes** to the local police and the financial institution

### **IDENTITY THEFT**

Identity theft occurs when someone uses an individual's name and personal information, such as Social Security number, driver's license number, credit card number, telephone number, or other account numbers, without their permission. Identity thieves use this information to open credit accounts, bank accounts, telephone service accounts, and to make major purchases – all in your name. Information can be used to take over existing accounts or to open new accounts. Identity theft can result in damage to your credit rating and denial of credit. If you have reason to believe that your personal information has been compromised, contact the Department of Public Safety at 617-989-4400 and report it.

### **CAMPUS SAFETY CONSIDERATIONS**

#### **RESIDENCE HALL SAFETY**

While thefts, robberies and other unlawful activity continue to be at a relatively low level, adhering to basic crime prevention advice will help you reduce risk to yourself and discourage those who commit crime. First, when entering your residence hall or building area, please respect access code rules; do not let strangers or unauthorized people into controlled areas. Second, make sure that you lock your door and windows when you leave your room. Even if you are only going to the bathroom, or are

visiting a friend down the hall, you still should keep your door locked. Third, report all suspicious persons and activities immediately to your residence director, a faculty/staff member or to the Campus Department of Public Safety Police by dialing **617-989-4444**.

- Don't give anyone your ID or code to your room. Close any windows that are accessible from the outside.
- Don't put your name or address on your key ring.
- If you lose your ID notify Residential Life and Campus Safety. Arrangements will be made to have a new ID made.
- Don't study in poorly lit or secluded areas.
- Residents should always ask for identification from service personnel. If in doubt and you don't recognize the person call the WIT Public Safety.
- Don't let strangers use your cell phone. Make the call for them or direct them to a residence hall front desk.
- If you are receiving harassing phone calls notify the WIT Public Safety.
- If you believe an unauthorized person has entered your room don't go inside. Call WIT Public Safety and request an officer come to your room to investigate. Don't touch anything in the room; as doing so may disturb evidence that is important to an investigation.
- If an intruder enters your room do not try to apprehend the person. An intruder may be armed or may be able to arm themselves with something in the room. Try to leave the room and call for help.
- If an individual sees a suspicious person or vehicle on campus they should contact WIT Public Safety with as much information as possible.
- Don't peg open exterior doors. Doors are locked for everyone's safety.
- Report any broken doors, locks or windows.
- Try not to bring large amounts of cash or valuables to campus. If you must try not to let anyone know and keep it in a safe place.
- Keep items of value out of sight if possible.

### **ROOM / SUITE PRECAUTIONS**

- Always lock your door behind you whenever you leave your room – even if it is just to go to the restroom.
- Close and lock your windows whenever you leave your room. Burglars may enter a room by walking out onto the ledge.
- If your window or door locks do not work, call the housing office or physical plant department.
- Report all suspicious persons and activities to WIT Police at **617-989-4444**.
- Keep your valuables out of plain view from the window.
- Have your keys ready as you enter your dorm room/suites
- Keep your curtains and blinds closed at night.
- Do not hide door keys outside and do not loan keys to anyone.
- Place lights on a timer when away from your residence for an evening.
- Positively identify anyone at your front door before opening the door.
- Respect access code rules; do not let strangers into controlled areas.
- If a stranger asks to use your phone, get information and place the call for him or her. Do not allow any stranger into your residence.
- Do not tape or put any objects in your door jam. You may forget that you've done so and leave your room vulnerable to theft.
- If you have expensive equipment (computers, stereos, etc.), engrave them with your

Massachusetts ID or driver's license number. You can have your belongings engraved by a member of the Wentworth Police Department for free. Call 617-989-4400 for details.

- Have your computer software properly licensed. Enter the appropriate names of the owner into the computer when installing. Send your registration card into the software company so that there is a record of your purchase.
- Check your peephole before you open the door. If you can't see anyone, don't open your door.
- Report any building safety problems to your R.A. or Campus Police immediately.

### **STREET PRECAUTIONS**

- Be alert to your surrounding and the people around you – especially if you are alone or it's dark.
- Whenever possible, travel with a friend. Walk close to the curb. Avoid doorways, bushes and alleys where someone could hide.
- If you carry a purse, your personal safety might depend on not clinging to it. Although a purse snatcher's intent is to steal the purse, the grabbing and shoving that may take place could result in your being injured.
- If you carry an item to use as a weapon (e.g. keys, pen, whistle, etc.) walk with it in your hand, rather than in your purse or pocket.
- Do not respond to conversation from strangers on the street – continue walking.
- Report all suspicious persons and activities to the Campus Police.

### **IN THE LIBRARY**

- Avoid studying in overly secluded areas. Study with others or in areas where there are other people.
- Don't forget to eject your copy-card after you've made photocopies.
- Do not leave your belongings unattended. It only takes a few seconds for a theft to take your belongings.
- When leaving for the evening, call for an escort (617-989-4400).

### **ON CAMPUS IN THE EVENING**

- Walk with a friend
- Remain in well-lit, well-populated areas. Take the shortest route, not necessarily the fastest.
- Be aware of your environment. Don't be afraid to look over your shoulders. It's not rude to maintain a safe distance between yourself and others.
- Avoid blind corners. Take wide turns so that you have room to react to what's ahead of you.
- Carry your keys in your hands. You may use them to defend yourself if necessary.
- **Call for a 24/7 Safety Escort 617-989-4400.**

### **IN THE PARKING LOTS**

- Carry keys in your hand. You will be able to get into your car quicker; the keys may be used as a weapon if necessary.
- Avoid blind corners. Take wide turns so that you have room to react to what's in front of you.
- Walk in the center of the aisles when safe do so. You'll have more reaction time if someone leaps out from behind a car.
- Check your backseats before getting into your car.
- Park in a well-lit, well-traveled area of the parking lot.
- Do not keep valuables in your car. If you must, keep them in the trunk where they are out of sight. If you have an internal trunk lock, use it.

## **OFFICE & CLASSROOM SAFETY**

- Keep all offices and labs locked when not in use.
- Report any broken doors, locks or windows.
- Faculty should report a lost ID to WIT Public Safety immediately.
- Always lock desks and file cabinets.
- Consider using password protection for computers.
- Don't leave expensive personal property unsecured in offices.
- When leaving make sure doors are locked. If an individual sees someone suspicious notify WIT Public Safety.

## **PROPERTY SAFETY**

- Report thefts, most thieves look for things that are easy to keep or sell without anyone asking questions.
- Don't give anyone your ID or code to your room!
- Don't leave valuables or cash where someone can easily pick them up!
- Don't leave names or addresses on key rings!
- Don't leave valuables in classrooms, cars, the library or dining hall!
- Report any suspicious or unauthorized person!
- Report any broken windows or doors!
- Report any door to door solicitors who do not have proper authority to be on campus!
- Report anyone looking into windows or parked vehicles!
- Report anyone hanging around residence halls, hallways, or other campus buildings with no clear purpose for being there!
- Report any suspicious vehicles driving around campus!

**Remember - do not attempt to stop or restrain a suspicious or unauthorized person. Call [WIT Public Safety Department at 617-989-4444](tel:617-989-4444).**

## OTHER SAFETY CONSIDERATIONS

- Know your limit for alcohol. You are more vulnerable when you don't have full use of your senses.
- Always report any suspicious persons to the campus Department of Public Safety at **617-989-4444**, for non-emergencies call **617-989-4400**.
- Be aware of your surrounding when using ATMs. Keep track of who's behind you.
- When running alone in the evenings, do not wear earbuds, as this eliminates hearing as a defense mechanism. Try to run with a friend in the evenings or have them watch you as you run. Keep your keys in your hand while running, as they can be used as a weapon if necessary.
- Take a self-defense workshop like RAD.
- Always let someone know where you'll be going and when you can be expected to return.
- Purchase and use a good lock and helmet for your bike and motorcycle.
- Register your bike at the police station.

## **HARASSMENT, STALKING & ANNOYING PHONE CALLS (Mass Laws)**

Harassment can take the form of personal contact, mail, telephone calls, social media, emails or facsimiles. The specific action taken in any case depends on the nature and gravity of the reported conduct, and may include mediation, judicial hearings or criminal prosecution, when appropriate. When harassment occurs, Public Safety will act to stop the harassment, prevent its occurrence, and hold those responsible accountable for their actions. At all times, the investigation will be conducted in a way that respects, to the extent possible, the privacy of all persons involved.

Public Safety takes reports of harassment very seriously and each report will be investigated to its most logical conclusion. There are three types of harassment under Massachusetts General Laws:

- **Stalking**
- **Criminal Harassment**
- **Annoying Phone Calls**

### **STALKING**

*Massachusetts General Laws Chapter 265 Section 43:*

Whoever willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and makes a threat with the intent to place the person in imminent fear of death or bodily injury, shall be guilty of the crime of stalking and shall be punished by imprisonment in the state prison for not more than five years or by a fine of not more than one thousand dollars, or imprisonment in the house of correction for not more than two and one half years or both. Such conduct, acts or threats described in this paragraph shall include, but not limited to, conduct, acts or threats conducted by mail or by use of telecommunication device including, but not limited to, electronic mail, internet communications and facsimile communications.

### **CRIMINAL HARASSMENT**

*Massachusetts General Laws Chapter 269 43A:*

- (a) Whoever willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress, shall be guilty of the crime of criminal harassment and shall be punished by imprisonment in a house of correction for not more than 2 1/2 years or by a fine of not more than \$1,000, or by both such fine and imprisonment. The conduct or acts described in this paragraph shall include, but not be limited to, conduct or acts conducted by mail or by use of a telephonic or telecommunication device or electronic communication device including, but not limited to, any device that transfers signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.
- (b) Whoever, after having been convicted of the crime of criminal harassment, commits a second or subsequent such crime, or whoever commits the crime of criminal harassment having previously been convicted of a violation of section 43, shall be punished by imprisonment in a house of correction for not more than two and one-half years or by imprisonment in the state prison for not

more than ten years.

## **ANNOYING PHONE CALLS**

*Massachusetts General Laws Chapter 269, Section 14A:*

Whoever telephones another person, or causes any person to be telephoned to, repeatedly, for the sole purpose of harassing, annoying, or molesting such person or his family, whether or not conversation ensues, or whoever telephones a person of the female sex, or repeatedly telephones a person of the male sex, and uses indecent or obscene language to such person shall be punished by a fine of not more than five hundred dollars or by imprisonment for not more than three months, or both.

Federal Law also prohibits the making of obscene or harassing calls in interstate or foreign communications.

If you believe that you are a victim of harassing or annoying phone calls, contact Public Safety immediately to file a report. After taking information for the report the Officer will ask you to keep a "Harassing Phone Call Log". You will be asked to record the following information for any future "Harassing/Annoying" type calls that you receive:

- Date and Time.
- Type of call- Hang up, Threatening, Obscene, and Nuisance.
- Type of voice- Male, Female, Young, Old, High, Low, Accent, Intoxicated, Nervous, Other.
- Any background noise heard.
- Know to whom you are speaking.
- Ask who is calling.
- Ask what number they are trying to reach.
- Never give out your name or number to strangers! (Don't give the caller the satisfaction of carrying on a conversation, most of these callers just want an audience.)

Hang up immediately if the caller doesn't respond to your questions!

Hang up at the first utterance of an obscene word!

Hang up if the caller does not make identification to your satisfaction! (Don't slam the receiver down and admit that you are annoyed, just hang up)

If at any time you are threatened over the phone or receive a harassing phone call notify the Campus Safety at 617-989-4444.

## MASSACHUSETTS Legal Definitions of Sexual Assault, Domestic Violence, Dating Violence, Stalking and Consent

Sexual Assault means an offense that meets the definition of Rape, Fondling, Incest or Statutory Rape as used in the FBI's UCR program. Sexual assault is any unwanted, coerced, or forced sexual contact or intercourse OR sexual contact or intercourse with someone who is not able to give consent. Sexual assault can involve the sexual penetration of a body orifice, but also includes other unwanted sexual contact. Victims can be either women or men. Most victim/survivors know the perpetrators who may be the victim/survivor's best friend, lover, partner, date, family member, neighbor, teacher, employer, doctor, or classmate. The perpetrator can be a boyfriend or girlfriend. Sexual assault can occur between members of the opposite sex or same sex. Alcohol, date rape drugs, or other substances may be involved.

### MASSACHUSETTS LEGAL DEFINITIONS

**Domestic Violence:** Massachusetts General Law chapter 209A, section 1 defines domestic abuse as "the occurrence of one or more of the following acts between family or household members: (a) attempting to cause or causing physical harm; (b) placing another in fear of imminent serious physical harm; (c) causing another to engage involuntarily in sexual relations by force, threat or duress."

<http://www.malegislature.gov/Laws/GeneralLaws/PartII/TitleIII/Chapter209A>

**Dating Violence:** Massachusetts does not have a law pertaining to violence that occurs between people in a dating relationship. Instead, Massachusetts General Law chapter 265, section 13A would apply: "an assault or an assault and battery: (i) upon another and [the perpetrator] by such assault and battery causes serious bodily injury; (ii) upon another who is pregnant at the time of such assault and battery, [the perpetrator] knowing or having reason to know that the person is pregnant; or (iii) upon another who [the perpetrator] knows has an outstanding temporary or permanent vacate, restraining or no-contact order or judgment issued pursuant to [applicable law], in effect against him at the time of such assault or assault and battery."

<http://www.malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter265/Section13a>

**Sexual Assault:** Massachusetts defines rape as (1) the penetration of any orifice by any body part or object (2) by force and (3) without consent. Rape also includes instances where the victim is incapacitated ("wholly insensible so as to be incapable of consenting") and the perpetrator is aware of the incapacitation.

<http://www.malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter265/Section22>;

<http://masscases.com/cases/sjc/450/450mass583.html>

**Consent:** The voluntary agreement, demonstrated by words or actions, by a person with sufficient mental capacity to make a conscious choice to do something proposed by another, free of duress. Commonwealth v. Lopez, 433 Mass. 722 (2001), Commonwealth v. Lefkowitz, 20 Mass. App. Ct. 513 (1985); see also:

<http://www.malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter265/Section22>

**Stalking:** Massachusetts General Law chapter 265, section 43 defines "Stalking" as "(1) willfully and maliciously engag[ing] in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and (2) mak[ing] a threat with the intent to place the person in imminent fear of death or bodily injury."

## **WHAT HAPPENS WHEN A SEXUAL ASSAULT IS REPORTED TO THE POLICE?**

If a sexual assault happens on campus or the victim returns to campus following a sexual assault they are encouraged to go immediately to a safe place and call the Wentworth DPS (617-989-4444), a Housing and Residential Life staff member, or a friend for help. Victims may also contact the Title IX Coordinator to report Prohibited Conduct such as a Sexual Assault. The Title IX Coordinator can be contacted in person, by telephone, email, or in person during regular business hours (Monday-Friday 8:30-4:30 pm) or by filing an on-line reporting form at: [https://cm.maxient.com/reportingform.php?Wentworth&layout\\_id=2](https://cm.maxient.com/reportingform.php?Wentworth&layout_id=2)

Reporting a sexual assault to the police does not commit a victim to further legal action; however, the earlier the assault is reported, the more likely the police and medical personnel can preserve, document, collect and forensically test the physical evidence. This evidence can be critical if the victim decides to move forward and seek a prosecution against the alleged perpetrator. Victims are encouraged, if possible, to not wash, use the toilet or change clothing.

Going to a local hospital will be necessary for receiving medical care and/or the collection of evidence. Victims will be transported to and from a local hospital by police officers from the Department of Public Safety for medical attention. The Wentworth Counseling Center (617-989-4390) will assist the victim with counseling and provide information regarding medical and other assistance. If requested, the Institute will make reasonable changes to the victim's academic and living arrangements.

After normal business hours, both on and off campus counselors and mental health services are available through the Department of Public Safety and the Dean of Students Office.

All students involved in a sexual assault investigation have the right to be accompanied by a Wentworth advisor during all proceedings.

A student who has been sexually assaulted has the right to a thorough and exhaustive police investigation into the assertions surrounding the assault. At the same time, they will be the one to make the final decision regarding whether to proceed criminally, administratively, or both. Victims have options about the involvement of law enforcement and campus authorities, including notification of the victim's option to be assisted by campus authorities in notifying law enforcement authorities if the victim chooses; and – decline to notify such authorities;

All sexual assaults and offenses should be reported to the **WIT Department of Public Safety at 617-989-4444** or the **Boston Police Department Sexual Assault Unit at 617-343-4400**. All of Wentworth's police officers are sworn Special State Police Officers and are trained and certified as sexual assault investigators by the Commonwealth of Massachusetts. The Institute's Campus Police and the Boston Police may work cooperatively in the investigation. The initial report will result in a confidential meeting between the victim and a member of the police department taking the report. At the victim's request a male or female campus police officer and/or a Wentworth staff member will be present and assist throughout the entire reporting process.

### **SEEK IMMEDIATE MEDICAL ATTENTION**

It is important to receive immediate medical attention even if you feel you were not physically harmed. Several nearby hospitals have highly trained Sexual Assault Nurse Examiners (SANE) on staff that

work specifically with victims of sexual offenses. A medical examination that includes a general physical exam and an exam to check for internal injuries will most likely be suggested. Also, the victim can choose to be tested for pregnancy and sexually transmitted diseases. A medical examination does not require the victim to press charges.

### **PRESERVE EVIDENCE**

Before going to the hospital, a victim should not shower, wash or throw away any clothing worn at the time of the sexual assault. Evidence on one's body or clothes is critical if the choice is made to press charges, either immediately or later. Any recovered evidence will be transported to the Boston Police or Massachusetts State Police Crime Lab where it will be held for at least six months, regardless of the decision to seek a criminal complaint. The evidence is entered by a number and not a name. Lab personnel will not know the identity of the victim unless or until the victim chooses to move forward with a criminal complaint. Preserve copies of any related written or electronic communications (e.g., pictures/videos, texts, social media posts, etc.), taking care not to delete the originals.

### **CAMPUS SEXUAL ASSAULT VICTIMS' BILL OF RIGHTS**

The United States Congress enacted the "Campus Sexual Assault Victims' Bill of Rights" as part of the Higher Education Amendments of 1992, as amended by the Campus Sexual Violence Elimination Act (Campus SAVE Act). When a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options. This law requires that all universities afford sexual assault victims certain basic rights such as:

- Accuser and accused must have the same opportunity to have others present, including an opportunity to be accompanied at any related meeting or proceeding by an advisor of their choice.
- Both parties shall be simultaneously informed of the outcome of any disciplinary proceeding in writing.
- Survivors shall be informed of their options to notify law enforcement, including on-campus and local police. (Campus Police will assist with notification to local police). (The decision to notify authorities remains with the victim.)
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations, transportation and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.
- Survivors shall be notified of options for changing academic and living situations transportation and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

# DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

## RELATIONSHIP VIOLENCE

**“Domestic violence”** means a “felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”

**“Dating violence”** means “violence committed by a person:

- who is or has been in a social relationship of a romantic or intimate nature with the victim and;
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - o the length of the relationship;
  - o the type of relationship; and
  - o the frequency of interaction between the persons involved in the relationship.”

### **What is relationship violence?**

Relationship violence is defined as intentionally violent or controlling behavior by a person who is currently or was previously in a relationship with the victim. Relationship violence includes actual or threatened physical injury, sexual assault, psychological abuse, economic control, and/or progressive social isolation. Relationship violence occurs in heterosexual and same sex relationships.

This information is focused on romantic relationships. The same resources can be used for interpersonal violence between roommates.

### **How do I know if it’s relationship violence?**

Does your partner exhibit a pattern of controlling behavior?

- Acting jealous all the time
- Criticizing your behavior and with whom you spend time
- Using looks, actions, or gestures that make you afraid
- Expecting you to ask permission
- Threatening to ‘out’ you
- Yelling at you, humiliating you or putting you down
- Checking up on you, playing mind games, or making you feel as if you are crazy
- Insisting on making all the decisions

**Has your partner ever:**

- Insisted on having sex or pressured you to do something sexual when you didn't want to
- Pushed, slapped, bit, kicked, or choked you
- Threatened to kill you or anyone dear to you
- Threatened to commit suicide

**Do you feel?**

- Like you are walking on eggshells
- That you must call your friends in secret
- That you must dress a certain way to keep your partner from getting upset

**For example:**

- My partner yelled at me for being late for lunch. It was so humiliating. My partner grabbed my arm and we left the dining hall. I was really upset. Later we made up and my partner was so sorry for embarrassing me. Things are OK now though I wonder when it will happen again.
- My partner hates it when I spend time with my friends. I feel like I must sneak around. The other day, my partner got angry about seeing me with a good friend and wouldn't speak to me for several days. When I apologized for seeing my friends without permission, we made up. We have a really good time together as long as I don't hang out with my friends.

**Remember, if you are a victim of relationship violence, it is not your fault**

Do any of these examples describe your relationship? Or that of a friend? Do you feel like your relationship might be unhealthy or unsafe? Uncertainty about the health of your relationship can be confusing and feel overwhelming. You might want to talk to someone about your concerns.

**What can I do?**

- Talk to family and friends who can offer support.
- Talk to professionals who can help you decide what options will work best for your situation.

**STALKING**

**"Stalking"** means "engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress."

**Who are victims of stalking?**

Anyone can be stalked, including College students from any economic, ethnic, or religious group. A few victims are picked at random by their stalker, but most stalking victims know their stalker, usually having had some type of present or past relationship.

The perpetrator can be an intimate partner or former partner, classmate, roommate, or other acquaintance. A victim can be stalked for several days or for many years. The stalker's actions can also affect family, friends, and coworkers. Stalking and criminal harassment can be difficult to distinguish. Talk to one of the resources listed in this pamphlet for help.

### **How do I know if it's stalking?**

- Every time I went to my Political Science class, this guy would sit next to me. He kept trying to talk to me even though I told him I wasn't interested. Then he started showing up everywhere—outside my residence hall, in the Campus Center, even in the library, and threatening me if I don't go out with him. Am I being paranoid?
- I dated this woman a couple of times but then wasn't interested in seeing her again. She said someone would get hurt if I broke up with her. "If I can't have you, no one else can," she told me. We weren't in contact for a while, but now she keeps sending me e-mails. Sometimes I don't answer her. I changed my address but she found out what the new one was. I wish she would stop.
- Two weeks ago someone left me an anonymous "secret admirer" note in the library in one of my books while I was studying. Last week I was studying in the campus center and got up to stretch. When I came back, I found a cup of coffee with a note, "I am always watching you." This morning there were flowers outside my room. My friends don't know who is doing this and it feels creepy!

The absence of a threat means that this last example does not meet the legal definition of stalking. However, it might have the same impact. If you or someone you know is experiencing a similar situation, please get help by contacting any of the resources on campus, including the counseling office or Campus Safety.

**If you feel frightened or unsafe about someone's specific behavior, pay attention to your instincts! Seek help.**

### **What can a stalking victim do?**

- Talk to one of the University resources for help.
- Report the stalking to WIT Public Safety, or the local police in your area, and follow their advice.
- Inform others close to you (family, friends, residential life staff, co-workers) about the stalking.
- Do your best to safely avoid all contact with the stalker.
- Keep a journal or log of all incidents connected to the stalking.
- Keep any letters, packages, taped telephone messages, or e-mails received from the stalker.
- Provide WIT Public Safety with photographs of the suspect, a description, and other information.
- Inform the Title IX Office and the Dean of Students and learn about other options including a Stay Away Order/Campus Contract, safe housing, class changes and privacy requests .
- Follow basic safety tips.
  - Try not to walk alone.
  - Know your surroundings and locations of emergency phones and panic buttons.
  - Lock your car and house doors when alone.
  - Use different routes to drive or walk to class or other routine places.
  - Park your vehicle in well-lit areas.

- Check your vehicle including front and rear passenger seat areas before getting in.
- Change locks to your home and car.
- Use the safety escort program by calling campus safety.

## **ASSISTANCE FOR VICTIMS: RIGHTS AND OPTIONS**

Regardless of whether a victim elects to pursue a criminal complaint, the college will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. In Massachusetts, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

### **VICTIM'S RIGHTS**

Wentworth does not discriminate based on sex in its educational programs. Sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited by Wentworth as well as federal law whether sexually based or not. These acts include sexual assault, dating violence, domestic violence, and stalking whether the incident occurs on or off campus.

Further, Wentworth Institute of Technology complies with Massachusetts law in recognizing Abuse Prevention Orders (209A) and Harassment Prevention Orders (258E). Any person who obtains an Abuse Prevention Order (209A) or a Harassment Prevention Order (258E) from Massachusetts or any reciprocal state should provide a copy to WIT Department of Public Safety. In the event a person is seeking to obtain either an Abuse Prevention Order (209A) or a Harassment Prevention Order (258E), the WIT DPS will make all reasonable attempts to help facilitate the required process.

The victim may also meet with the Department of Public Safety to develop a Safety Action Plan, which is a plan for WIT DPS and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location, or allowing a student to complete assignments from home, etc.

### **ABUSE AND HARASSMENT PREVENTION ORDERS**

There is no charge to get an abuse prevention order. If you need help with getting an order, the Massachusetts Office for Victim Assistance (<http://www.mass.gov/mova/>) offers a program called **SAFEPLAN** that provides specially trained and certified advocates to help you in many courts across the state.

There are other programs in some courts that provide people who can help you fill out the forms and go with you to the courtroom. In some cases, the advocate is from the local domestic violence service provider. In other cases, District Attorney Office victim-witness advocates assist people in filing for a 209A order. A list of domestic violence service providers can be found at **Jane Doe, Inc.** (<http://www.janedoe.org/>). People at these organizations can tell you if they have court advocates or, if not, how to reach a court advocate. If you need help immediately such as safety planning or shelter, call the SAFELINK hotline at 1-877-785-2020, which can find you a domestic violence program or shelter near you.

## **HOW TO OBTAIN AN ABUSE PREVENTION ORDER (209A)**

During regular business hours on weekdays, you can go to the District Court of jurisdiction. Proceed to the Civil Clerk's office and tell them you want to ask for a 209A order. They will give you the forms you need. If you are in crisis and courts are closed, you can call or go to WIT Department of Public Safety or the local Police Department of jurisdiction. The police will give you the forms to fill out and then call a judge. If the judge grants the order, it is only temporary until the next court business day. The order given to you by the police will tell you which court to go to and when you need to be at the court.

## **HOW TO OBTAIN A HARASSMENT PREVENTION ORDER (258E)**

There is no charge to get a Harassment Prevention Order. During regular business hours on weekdays, you can go to the District Court of jurisdiction. If you are in crisis and courts are closed, you can call or go to the WIT Department of Public Safety or the local Police Department of jurisdiction. The police will give you the forms to fill out and then call a judge. If the judge grants the order, it is only temporary until the next court business day. The order given to you by the police will tell you which court to go to and when you need to be at the court.

## **BYSTANDER OPTIONS**

Bystander Intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence
- Overcoming barriers to intervening
- Identifying safe and effective intervention options, and
- Taking action to intervene

## **Wentworth Resources**

- Wentworth Public Safety Emergency: 617-989-4444
- Wentworth Center for Wellness and Disability Services (Confidential): 617-989-4390
- Title IX Coordinator: 617-989-4193
- Campus Health Services (Confidential): 617-879-5220
- Dean of Students: 617-989-4702
- Residential Life: 617-989-4160

## Off-Campus Resources

- Boston Police Department (District B-2): 617-343-4270 (non-emergency)
- Boston Police Sexual Assault Unit: 617-343-0044
- Boston Area Rape Crisis Hotline (Confidential): 800-841-8371
- Beth Israel Deaconess Medical Center  
330 Brookline Avenue, 617-667-7000 (SANE)
- Boston Medical Center  
Once Boston Medical Center Place 617-638-8000 (SANE)
- Brigham and Women's Hospital  
75 Francis Street, 617-732-6462 (SANE)
- Massachusetts Bar Association\_  
[www.masslawhelp.com](http://www.masslawhelp.com) (Lawyer Referral Service) 866-MASS-LRS

## SEXUAL ASSAULT EDUCATIONAL PROGRAMS

During the current year (2019-2020), in accordance with Federal requirements, Wentworth Institute of Technology has planned several educational and prevention programs for students, faculty and staff, regarding sexual assault awareness, dating violence, domestic violence and stalking. This programming consists of prevention and awareness programs during new student and new employee orientations and ongoing awareness and prevention programs for all students, staff, and employees. WIT uses multiple strategies in a coordinated way throughout the year to reach all populations of students and employees at the institution. Campaigns and programming might include but are not limited to:

- communication strategies, such as social media posts, email blasts, notices on bulletin boards, posters, and/or radio and newspaper advertisements.
- programming, such as Take Back the Night events or a Safe Walk service, and the materials used to promote these activities.
- programming coordinated with and delivered to individual groups on campus (e.g., presentations or workshops for individual sports teams, fraternity or sorority houses, or residence halls).
- booths at student fairs or other campus events; and/or
- faculty discussing issues and available services in the classroom, or advertising programs or events.

Examples of ongoing and future programs include:

- **Campus Climate Title IX Programming Committee's ("Know Your IX" Committee)** mission is to serve as the central location of all programs and trainings pertaining to Title IX legislation under the Department of Education. This committee is charged with implementing, assessing and strengthening current programs and trainings as well as identifying needs for additional programming and trainings for the overall student population.

### **The goals of this committee are:**

- To plan student-focused programs and trainings that are intentional and inclusive;
  - To stay current with mandates and legislation and use that knowledge to guide student-focused programming efforts;
  - To be a centralized resource for student-focused programs and trainings.
- **3rd Millennium Classroom** offers online courses that first year students must take in order to attend Wentworth. The courses educate students about alcohol use, drug use, and consent/sexual violence. These courses are unique in that while they educate on these topics, they also offer personalized, confidential feedback for each student.

### **What are these courses about?**

- **Alcohol-Wise** provides essential information about alcohol and its effects, enabling students to make healthy and safe decisions. Alcohol-Wise Part 1 students complete over the summer before they arrive at Wentworth and a Part 2 that they complete midway through the fall semester.
  - **Marijuana-Wise** educates students about the harmful effects of marijuana and acts as a prevention tool for future marijuana related problems.
  - **The Other Drugs** course provides the physiological, health, and legal consequences of drug use and possession. This course covers stimulants, inhalants, ecstasy or hallucinogens, street opioids, herbal/synthetic drugs, sedatives, and prescription painkillers.
  - **Consent & Respect** provides information about sexual respect, consent, sexual assault, and healthy relationships. Wentworth mandates that incoming new students complete all four courses in order to ensure that all students have consistent knowledge on these important topics.
  - Marijuana-Wise, Other Drugs and Consent & Respect only consist of a summer portion that students complete before classes start.
- **STEP UP** for faculty staff and students provided year long. Step UP! is a comprehensive bystander intervention program that teaches you how to be an active bystander by showing you how to use effective helping methods like the Five decision-making steps, Strategies for effective helping including the 5 Ds , S.E.E.K. model: Safe, Early, Effective, Kind, Warning signs, action steps, and resources you can take advantage of. <https://stepupprogram.org/topics/discrimination/#considerations>
  - **Red Flag Campaign** uses a bystander intervention strategy to address and prevent sexual assault, dating violence, and stalking on college campuses. The Campaign encourages friends and other campus community members to say something when they see warning signs ("red flags") for sexual assault, dating violence, or stalking in a friend's relationship.
  - **Consent Fair** is a semi-annual interactive event that engages the community in a dialogue on consent, healthy relationships and sexual misconduct as well as the resources both on and off campus to support those affected by assault. The event has a lot of fun activities and chances to win prizes, t-shirts and food. The event is a great opportunity for Wentworth community members to come together to engage in a dialogue on our community and the values upheld at WIT.

- **Featured Speaker Program** brings highly credentialed and nationally recognized speakers to Campus during Wentworth Opening Week (WOW) and at other times during the Academic year, to offer lectures on such topics as “consent and respect in relationships” and “consent and sexual misconduct”.
- **Resident Assistant (RA) Training** is conducted each year and a significant amount of time is spent educating RAs relative to the concept of consent, sexual misconduct, sexual violence, dating violence, domestic violence, relationship violence, stalking and harassment. In addition, all RAs view the documentary film, “The Hunting Ground” and follow with a relevant group discussion.
- **Athletic Team Coaching Staffs** meet with the Dean of Students, the Deputy Chief of the Department of Public Safety and the Director of the Wellness Programs to discuss issues of sexual misconduct, the concept of consent and bystander intervention strategies.
- **Student Athletes** in season meet with the Dean of Students, the Deputy Chief of the Department of Public Safety and the Director of the Wellness Programs to discuss the relevant issues of dating violence, domestic violence, stalking, the concept of consent and all matters of sexual misconduct and bystander intervention strategies.

## REGISTERED SEX OFFENDER INFORMATION

Upon release from prison, individuals convicted of sex crimes may be required by law to register with law enforcement agencies (some of these laws are referred to as “Megan’s Laws”). If registered sex offenders are enrolled at or employed at a postsecondary institution, the offenders also must provide this information to the state.

Massachusetts does not provide campus police with Registered Sex Offender information, However, any member of the Wentworth community desiring information about registered sex offenders studying or working at Wentworth Institute of Technology must contact the Commonwealth of Massachusetts Sex Offender Registry Board. Their contact information is as follows:

**Hotline:** 1-800-93MEGAN

**Telephone #:** 978-740-6400

**Web:** <https://www.mass.gov/orgs/sex-offender-registry-board>

**Address:** P.O. Box 4547 Salem, MA 01970

The link below will lead you to national sex offender’s databases:

<https://www.nsopw.gov/>

Please note that Wentworth Institute of Technology neither creates nor maintains these databases and cannot guarantee accuracy or completeness of the information, which is the responsibility of various state and federal agencies.

## **ALCOHOL AND CONTROLLED SUBSTANCES**

In accordance with the Drug-Free Schools and Communities Act Amendment of 1989 and federal and state law, Wentworth prohibits the unlawful possession, use and/or distribution of illicit drugs and alcohol on its property and/or as part of its activities. Members of the Wentworth community found in violation of this policy are subject to the penalties of local, state and federal law as well as discipline under Wentworth's student and employee rules. Please refer to additional drug and alcohol abuse policies listed in the Student and Employee Handbooks or on the Wentworth Web site <http://wit.edu>.

The illicit use of drugs and alcohol can have a substantial impact on health, safety and overall success of members the WIT community and their families. WIT is committed to reducing the harm related to the misuse and abuse of drugs and alcohol within the WIT community. In addition to health and safety; there are considerable legal consequences associated with the misuse and abuse of drugs and alcohol.

WIT Public Safety works collaboratively with the Dean of Students, Housing and Residential Life, Counseling Services and various student groups to develop programs that seek to reduce the negative consequences associated with drug and alcohol use. Programs include drug and alcohol education during freshman orientation, training for residence life staff and special programs conducted for the WIT community with assistance from outside agencies.

In addition to the elective on-campus programs all incoming students must take a mandatory on-line course that provides essential information about alcohol and its effects, enabling students to make healthy and safe decisions. The course is offered in two parts. Part One is offered over the summer and must be completed before the start of the Fall semester. Part Two is offered forty-five days after the completion of Part One. There is an exam that students must take and pass in order to be marked complete.

## **MEDICAL MARIJUANA**

Although the Commonwealth of Massachusetts in 2012, created legislation allowing the use of marijuana for medicinal purposes, the law did not require any school or public place to allow use on site and does not require any institution to violate federal law. The Federal Drug Free Schools and Communities Act prohibits the use of controlled substances, including marijuana. The Federal Controlled Substances Act defines marijuana as a controlled substance and makes no distinction between the medical and recreational use. Accordingly, Wentworth Institute of Technology does not allow the use or possession of marijuana on its campus, or at any location, event, or activity sponsored or controlled by the Institute.

Any violation by the Institute of the Drug Free Schools and Communities Act, or facilitation of or acquiescence to a violation of the Controlled Substances Act, could jeopardize the Institute's eligibility to participate in financial aid programs administered by the U.S. Department of Education. A student convicted of an offense involving the possession of a controlled substance prior to or during a period of school enrollment in which federal financial aid was received, is ineligible to receive federal student aid for specified periods of time, depending on the egregiousness of the offense.

## **EMPLOYEE ALCOHOL AND DRUG ABUSE POLICY**

Wentworth recognizes that alcohol and drug abuse can impair the ability of faculty and staff to provide quality programs and services. Wentworth believes that constructive measures to deal with these problems are possible and strongly encourages employees with drug and alcohol problems to seek treatment. However, Wentworth cannot and will not tolerate drug or alcohol abuse in the workplace.

It is unlawful for employees to manufacture, distribute, dispense, possess or use illegal drugs in the workplace or while fulfilling their job duties outside the workplace. Employees who violate this policy may be required to participate in a rehabilitation program and/or may receive disciplinary action up to and including termination. Employees, as a condition of employment with Wentworth, must abide by the terms of this statement.

Employees who need assistance in dealing with substance abuse problems are strongly encouraged to utilize the confidential assistance and services offered through the Wentworth Human Resources department and AllOneHealth (1-800-451-1834; <https://www.mylifeexpert.com/login>; company access code: witech), our employee assistance provider. Employees may also consult with the Human Resources Department for confidential advice and referrals through the various insured health plans or to seek out other resources in the community.

## **DRUG ABUSE EDUCATION PROGRAMS**

In compliance with federal legislation, the Coordinator of the Office of Wellness Education and the Assistant Dean of Students at the Wentworth Institute of Technology prepares a biennial review with a twofold purpose: 1) To determine the effectiveness of, and to implement any needed changes to, the Alcohol and other Drugs (AOD) program. 2) To ensure that the disciplinary sanctions for violating standards of conduct are enforced consistently and effectively.

Alcohol and drug prevention large-scale programming efforts are planned throughout several pivotal times of the year including, opening weekend, high-risk weekends, and events on campus indicated from collaborative programming.

The first alcohol program that students are introduced to when coming to Wentworth Institute of Technology, is the 3rd Millennium course. 3rd Millennium Classroom offers online courses that all incoming students must take in order to attend Wentworth. The courses educate students around alcohol use, drug use, and consent/sexual violence. These courses are unique in that while they educate on these topics, they also offer personalized, confidential feedback for each student. The goal of all 3rd Millennium Classroom programs is to challenge ambivalence and help individuals consider their options. This is accomplished by integrating feedback into a knowledge-based curriculum. Students have time to process the information based on their own input and history. The student stays active and engaged through the process. Additionally, the courses are written using proven motivational interviewing techniques.

“Alcohol-Wise” is a 1-hour online alcohol abuse prevention course designed specifically for use on college campuses for first-year students and other high-risk groups. Alcohol-Wise is tailored for each user. Students access self-referral tools, as well as utilize pre- and post-course assessments to provide measurements of behavior change and knowledge gained. The course clarifies personal choices about drinking habits and attitudes, and how alcohol can affect academic progress and social behavior.

“Marijuana-Wise” educates students about the harmful effects of marijuana and acts as a prevention

tool for future marijuana related problems. The course includes the eCHECKUP TO GO personalized marijuana assessment, feedback, and self-referral tools. Marijuana-Wise also includes research on the impact that persistent use has on IQ, marijuana as a gateway drug, links to schizophrenia, and health consequences from synthetic marijuana use.

Students also take an “Other Drugs” module. This module gives students feedback about their drug use (including interactions between drugs). The course covers opiates, stimulants, sedatives, inhalants, herbal/synthetic drugs ecstasy, and prescription painkillers misuse. The course covers the physiological, health and legal consequences of drug use and possession.

# Unlawful Discrimination Policy (prior to 8/14/2020)

## I. Policy and Procedure for the Elimination of Unlawful Discrimination, Including Sexual Harassment and Assault

This statement establishes Wentworth's policy regarding all types of unlawful discrimination by faculty, administrators, supervisors, employees, contractors, guests, vendors, parents and students.[1]

## II. Policy

Wentworth fully supports the right of all persons to hold employment without suffering unlawful discrimination of any kind. It is the policy of Wentworth to maintain a work environment that is free of unlawful discriminatory actions based on age, gender, gender identity, sex, sexual orientation, race, religion, national origin, disability, veteran status or any other protected status. Sexual harassment, which includes sexual assault, is one type of sex discrimination. Unlawful employment discrimination by faculty, administrators, supervisors, employees, contractors, guests, vendors, parents and students will not be tolerated.

## III. Sexual Harassment

### A. The Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination that is illegal under both federal and Massachusetts law, including Title VII of the Civil Rights Act of 1964, Title IX and Massachusetts General Laws, Chapter 151B. These laws provide that unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature constitute sexual harassment when:

- submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of an individual's employment or a basis for employment decisions affecting the individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, humiliating or sexually offensive work environment.

### B. Examples of Conduct That Can Constitute Sexual Harassment

Sexual harassment does not refer to behavior or occasional comments considered socially acceptable. Sexual harassment occurs in a variety of situations which share a common element: the unwelcome and inappropriate introduction of sexual activities or comments into the work environment.

Sexual harassment often involves relationships of unequal power (e.g. supervisors and subordinates, staff and student workers). Such situations may contain elements of coercion, such as when compliance with requests for sexual favors becomes a criterion for granting privileges or favorable treatment on the job. However, sexual harassment may also involve relationships among persons of equal authority or power, such as when repeated advances or demeaning verbal comments by a co-worker towards another co-worker have a harmful effect on a person's ability to perform his or her work. Sexual harassment can also involve employee behavior directed at nonemployees or nonemployee behavior directed at employees.

Depending upon the circumstances, examples of sexual harassment could include such conduct as the following:

- repeated offensive sexual flirtations, advances or propositions which are offensive;
- verbal abuse or innuendo of a sexual nature which is continued or repeated;
- physical contact such as touching, hugging, patting or pinching which is uninvited and unwanted by the other person;
- verbal comments of a sexual nature about an individual's body or sexual terms used to describe an individual;
- an open offensive display of sexually suggestive objects or pictures;
- jokes or remarks of a sexual nature;
- unwanted prolonged and apparent staring or leering at a person;
- obscene gestures or suggestive or insulting sounds made towards people who find them offensive;
- the demand for sexual favors accompanied by an implied or overt threat concerning an individual's employment status or promises of preferential treatment;
- indecent exposure;
- romantic involvement between supervisors and subordinates that is known to others in the workplace and which impacts the workplace in areas such as assignments, advancement and benefits; and
- Rape and sexual assault/violence.

### **C. Dispelling Common Myths About Harassers and Victims**

Sexual harassment is not limited to prohibited behavior by a male employee toward a female employee or by a supervisory employee toward a non-supervisory employee. Depending upon the circumstances, sexual harassment can be found in any of the following types of situations:

- A man as well as a woman may be the victim of sexual harassment, and a woman as well as a man may be the harasser.
- The harasser does not have to be the victim's supervisor. He or she may be a supervisory employee who does not supervise the victim, a co-worker, parent, or, in some circumstances, a non-employee such as a contractor or parent present at the workplace.
- The victim does not have to be the opposite sex from the harasser.
- The victim does not have to be the person to whom the unwelcome sexual conduct is directed. The victim may be someone who is affected by such conduct even though it is directed at another person. For example, the sexual harassment of one employee may create an intimidating, hostile, humiliating or offensive work environment for a co-worker, or may interfere with the co-worker's work performance. A group of employees who persist in telling offensive or "dirty" jokes, discussing sexuality or describing entertainment presenting sexual themes may create an atmosphere which is hostile and distracting to an employee who is forced to overhear, and who reasonably considers such conversation offensive and inappropriate for the workplace. In addition, consensual sexual behavior in the office between two employees may be offensive to a third employee or result in favoritism that harms the third employee.
- Sexual harassment does not depend on the victim suffering an economic injury, such as losing a promotion, as a result of a harasser's conduct. As shown by the examples of improper conduct listed above, sexual harassment can occur whenever unwelcome conduct of a sexual nature creates an intimidating, hostile, humiliating or offensive work environment.

### **IV. Employee, Supervisor, Faculty Member and Administrator Responsibilities**

Each employee, supervisor, faculty member and administrator of Wentworth is responsible for ensuring that his or her conduct does not unlawfully discriminate against any other employee or non-employee in the

workplace.

Each employee, supervisor, faculty member and administrator is responsible for cooperating in any investigation of alleged unlawful discrimination, including sexual harassment or assault, if requested to do so by the person conducting the investigation.

Each employee, supervisor, faculty member and administrator who becomes aware of instances of unlawful discrimination, including sexual harassment or assault, even in the absence of a complaint, should (or must) report each instance to the Interim Title IX Coordinator, Beth Devonshire ([devonshireb@wit.edu](mailto:devonshireb@wit.edu), 617-989-4193).

## V. Procedure for Resolving Concerns of Unlawful Discrimination

### A. The Procedure

1. **Employees:** This procedure applies in cases where an employee has a concern about unlawful discrimination, including sexual harassment or assault, by a faculty member, administrator, supervisor, employee, contractor, guest, vendor or parent.[2]
2. **Students:** Students who believe they have been subject to unlawful discrimination or have concerns under Title IX, including sexual harassment or assault, by a faculty member, administrator, supervisor, employee, contractor, guest, vendor, or parent should speak directly to the Interim Title IX coordinator (Beth Devonshire: [devonshireb@wit.edu](mailto:devonshireb@wit.edu); 617 989 4193). Please refer to the [Student Code of Conduct](#) for more information.
3. Students who believe they have been subject to unlawful discrimination by another student or student organization or have concerns under Title IX including sexual harassment or assault, may contact the Dean of Students Office (617 989 4410). Information can also be found in the [Student Handbook](#) on the [Dean of Students Office website](#).
4. **Preliminary Action:** In all instances where an employee or student has concerns about unlawful discrimination, including conduct covered under Title IX, it is helpful, to write down a description of the concerning conduct, the date or dates on which it took place, and the names of anyone who witnessed the conduct or heard the remarks. Assistance is available from Human Resources or the Dean of Students Office.

In cases where confronting the person engaging in the discriminatory conduct directly may be too intimidating or uncomfortable as with a supervisor or person of authority and in cases involving physical contact and sexual assault, the Complaint and Resolution Process below should be used as soon as possible.

There are times when a response to the unlawful discrimination may be available and appropriate and resolve the behavior. Depending on the circumstances and how severe the unlawful discrimination is, some immediate responses could be:

- Firmly confront whomever is doing the harassing.
- State that his/her conduct offends, intimidates, and/or embarrasses you.
- Describe how the harassment negatively affects your work or environment.
- Request that he or she stop the conduct immediately.
- Say things like:

“Please don’t touch me. I don’t like it. It makes me uncomfortable.”

“I don’t think jokes like that are funny. Please don’t tell them when I am in the room.”

“I’d like it a lot better if you’d comment on the quality of my work rather than on the way I look.”

“My name is \_\_\_\_\_, not ‘Honey.’”

If practical, bring a witness with you for this discussion. After the discussion, write a summary of the conversation, including the date and name of anyone who accompanied you.

## **B. Complaint and Resolution Process.[3]**

**Step 1** A person who believes he/she has been subject to unlawful discrimination, including sexual harassment and assault, should contact a representative from Human Resources as soon as possible. An employee may also contact his/her supervisor.

A meeting will be held with a representative from Human Resources, or another investigator appointed by Wentworth, to discuss the conduct and events and to answer any questions regarding the process.

In those instances where a resolution is appropriate, a representative from Human Resources, or another investigator, will advise and assist in resolving the matter.

**Step 2** In those instances where a resolution is not reached or is not appropriate, a request will be made to submit a written statement to the Vice President of Human Resources. The written statement is most effective when it includes the following information: a description of the incident(s), the name of the person(s) engaging in the conduct, times, locations, specific words/actions, and the name of any witnesses to the incident(s). The investigator will review all information provided and may make requests for additional information. The investigator’s notes and files are not subject to review by the person bringing forward the concern or to the person(s) alleged to have violated this policy.

**Step 3** The investigator will meet with the person alleged to have engaged in the conduct. He/she may submit a written statement and any documents in response to the concerns and should provide the names of any possible witnesses and any other materials or documents he/she feels are responsive to the allegation(s) made.

**Step 4** The investigator will interview witnesses noted by the person bringing forward the concern and any witnesses named by the person alleged to have engaged in the conduct. The investigator may gather information relating to the concern from any source or person.

**Step 5** Upon completion of the investigation, the Vice President of Human Resources will make a finding and inform the person raising the concern and the person(s) alleged to have engaged in the conduct of the result.

**Step 6** If the person raising the concern is not satisfied with the finding of the Vice President of Human Resources, he/she may take the issue to the President for review.

In the event that the finding of the Vice President and/or President indicate that unlawful discrimination has not occurred, the matter will be closed.

In the event that the finding of the Vice President and/or President indicate that unlawful discrimination has occurred, further action will be taken including, but not limited to, disciplinary action up to and

including termination.

### **C. Timetable For Investigations**

Wentworth recognizes that the interests of all persons are best served by the prompt investigation and resolution of unlawful discrimination, including sexual harassment and assault. It will strive to investigate concerns in a prompt and reasonable manner, within 60 days, taking into account scheduled breaks, vacation periods and other obligations.

### **D. Confidentiality**

All actions taken to investigate and resolve concerns raised through this process shall be conducted with as much confidentiality as possible without compromising the thoroughness of the investigation. It is Wentworth's position that generally a person raising a concern cannot insist on anonymity because such will impede the fairness and thoroughness of the investigation. The investigator will not discuss the matter with persons other than those involved in, affected by or having information about the matter, or those necessary to implement the investigative process or the disciplinary procedures under this policy.

For students: Confidential assistance is always available through the licensed professionals at the Center for Wellness (617) 989-4390 or Health Services (24 hours a day) (617) 989-4070. Other resources which provide confidential assistance are: Boston Area Rape Crisis Center (24-hour free hotline) 1-800-841-8371; Beth Israel Deaconess Medical Center: 617-667-7000 (SANE); Boston Medical Center: 617-638-8000 (SANE) and Brigham and Women's Hospital: 617-732-6462 (SANE).

For faculty and staff: Confidential assistance is always available through the EAP (Employee Assistance Provider), AllOneHealth, (24 hours a day) at 800-451-1834 or at the website at [www.allonehealthheap.com](http://www.allonehealthheap.com).

### **E. No Retaliation For Raising a Good Faith Complaint of Unlawful Discrimination, Including Sexual Harassment or Assault.**

No faculty member, administrator, supervisor, employee or student shall be retaliated or discriminated against in any way for making a good faith complaint of unlawful discrimination, including sexual harassment or assault, and/or for assisting/cooperating in the investigation of such a complaint. Such retaliation is unlawful and will not be tolerated by Wentworth. Any person who believes, in good faith, that they have been retaliated against for reporting an incident, bringing forward a complaint or assisting a person in bringing forth a complaint or in the process of investigation should immediately contact Human Resources.

## **VI. Violations of this Policy**

### **A. Interim Remedial Actions:**

Once concerns about unlawful discrimination, including Title IX concerns, are brought forward to Human Resources or the Office of Student Affairs, interim measures may be available while the investigation is ongoing.

Interim measures for students may include: counseling assistance from the Center for Wellness, a leave of absence, time off from classes, change of class schedule or activities, change of housing, no contact notices, targeted education programs and limitations/restriction on campus access/activities for the person alleged to have engaged in the unlawful conduct.

Interim measures for faculty, administrators, supervisors and employees may include: assistance from the EAP, leave of absence, or time off from work, a change of schedule or activities, no contact notices and limitations/restrictions on campus access/activities for the person alleged to have engaged in the unlawful discrimination.

### **B. Discipline:**

If an investigation of unlawful discrimination reveals that a faculty member, administrator, supervisor, or employee has engaged in unlawful discrimination, disciplinary action will be taken, in the complete discretion of Wentworth.

Disciplinary action may consist of a warning, reassignment, suspension, mandatory counseling, termination of employment and/or banning from campus or events. The disciplinary action taken will depend upon the seriousness of the violation and the totality of the circumstances. There is no particular sequence or level of disciplinary action. **The concept of progressive discipline does not apply.** The final disciplinary action taken as the result of an investigation is not shared with the person bringing forward the concern or complaint, except to the extent it involves prohibiting further contact.

### **C. Prohibited Conduct:**

1. Any faculty member, administrator, supervisor or employee who prevents or attempts to prevent an individual from raising a concern of unlawful discrimination, including sexual harassment or assault, or who impedes or fails to cooperate with or interferes in any way with the investigation of a concern, will be subject to the disciplinary action.
2. Any faculty member, administrator, supervisor or employee who retaliates or discriminates in any way against a person who raises a concern of unlawful discrimination, including sexual harassment or assault, or assists in the investigation of a concern will be subject to disciplinary action.
3. Any non-employee (contractor, guest, vendor or parent) found to have committed an act of unlawful discrimination, including sexual harassment or assault, may be removed or barred from Wentworth's premises, or other appropriate action may be taken.
4. Any student found to have committed an act of unlawful discrimination, including sexual harassment or assault, may be subject to the sanctions found in the Student Handbook, including but not limited to, probation, suspension and expulsion.

## **VI. Assistance Outside Wentworth**

There are state and federal agencies that share responsibility for administering the laws of unlawful discrimination, including sexual harassment and assault. Individuals may contact these agencies by telephone or in person. The agencies are:

### **State**

Commission Against Discrimination  
One Ashburton Place  
Boston, MA 02108  
(617) 727-3990

Springfield Office:  
424 Dwight Street, Room 220  
Springfield, MA 01103

(413) 739-2145

**Federal**

Equal Employment Opportunity Commission  
One Congress Street  
Boston, MA 02114  
(617) 565-3200

Office of Civil Rights  
Leon Rodriguez, Director  
Office for Civil Rights  
U.S. Department of Health and Human Services  
200 Independence Avenue, S.W.  
Room 509F HHH Bldg.  
Washington, D.C. 20201

Susan Rhodes, Acting Regional Manager  
Office for Civil Rights Region I  
U.S. Department of Health and Human Services  
Government Center  
J.F.K Federal Building - Room 1875  
Boston, MA 02203  
Voice phone (800) 368-1019  
FAX (617) 565-3809  
TDD (800) 537-7697

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[1]This policy is subject to change by Wentworth in its discretion. This policy shall not be construed as a contract of employment or the terms thereof, nor shall this policy itself, if not followed, give rise to any claim against Wentworth or any person charged with responsibility for Wentworth.

This policy and process were designed and implemented at Wentworth's discretion to achieve substantial fairness. Therefore, the failure of Wentworth to comply with any particular provision(s) shall not invalidate the resolution of any complaint or concern.

[2]Faculty, administrators, supervisors and employees who believe they have been subject to unlawful discrimination, including sexual harassment or assault, by a student may contact Dean of Students Office or Human Resources.

[3]Wentworth will investigate any concerns of unlawful discrimination, to the extent possible, including sexual harassment or assault, raised or reported to Human Resources from any source, even in the cases where a person chooses not to submit a written statement or decides not to pursue the situation him/herself. Wentworth will take all remedial actions appropriate under the circumstances.

# Wentworth Institute of Technology Sexual Misconduct and Sex-based Discrimination Policy for Students and Employees

(Approved August 13, 2020)

## **I. Statement of the Policy**

Wentworth Institute of Technology (University) is committed to maintaining a safe and inclusive living, learning, and working environment for all members of the community. All members of the University are responsible for maintaining an environment free from sexual discrimination and harassment and are expected to commit themselves to be examples of the highest standards of personal and professional conduct. Acts of sexual discrimination harassment are detrimental to the University's commitment to Inclusive Excellence and will not be tolerated in our community.

As provided for in Title IX of the Higher Education Amendments of 1972, the University prohibits discrimination and discriminatory harassment in all of its educational and employment programs and activities on the basis of any individual's sex, including admission and employment. Additionally, this policy complies with the regulations provided for in the Violence Against Women Reauthorization Act of 2013 ("VAWA"), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), and Title VII of the Civil Rights Act of 1964.

This Policy prohibits a broad continuum of behaviors, some of which are not prohibited under Title IX or other laws. This reflects the University's commitment to provide an inclusive learning environment where members of the Community are free to work and learn safely so they may become the best versions of themselves. This policy prohibits discrimination and discriminatory harassment that occurs within the educational programs and activities that is based on sex, including admission and employment. Such Prohibited Conduct includes sexual harassment (including *quid pro quo* and hostile environment), as well as sexual assault, dating violence, domestic violence, stalking, sexual exploitation, and retaliation. The University will respond to all formal complaints of Prohibited Conduct in a prompt, fair, and impartial manner.

There is a presumption that a Respondent is not responsible for the alleged conduct. If upon conclusion of the grievance process, an employee or student is found responsible for violating University policy, the University will issue sanctions pursuant to established sanctioning guidelines. Sanctions may include, but are not limited to, separation or suspension from the University.

In addition to discrimination on the basis of sex, the University prohibits discrimination in its employment practices and its educational programs and activities on the basis of race, color, religion, national origin, age, sexual orientation, gender identity and expression, genetic information, disability and veteran status. The University's Unlawful Discrimination Policy may be found at <https://wit.edu/human-resources/unlawful-discrimination>.

Retaliation against those who make a complaint or participate in the resolution process, is strictly prohibited.

The purpose of this Policy is to affirm the University's commitment to prohibit discrimination on the basis of sex through the following efforts: 1) explicitly prohibiting discrimination and discriminatory harassment based on sex; 2) identifying and defining Prohibited Conduct; 3) outlining the procedures complainants should follow, including how and to whom to report; 4) provide a fair and impartial resolution process; 5) identify on and off-campus resources and supportive measures

available regardless if a formal complaint is filed; and 6) describing the on-going and prevention and awareness programs.

Inquiries regarding the application of this Policy and the respective grievance procedures used to resolve complaints may be referred to the recipient's Title IX Coordinator, to the U.S. Department of Education's Office for Civil Rights, or both.

## **II. Related Policies**

### **a. Students:**

Family Education and Privacy Act (FERPA) <https://wit.edu/registrar/ferpa>  
Student Code of Conduct <https://wit.edu/student-code-conduct>

### **b. Employees:**

Unlawful Discrimination and Harassment Policy <https://wit.edu/human-resources/unlawful-discrimination>  
Consensual Relations Policy <https://wit.edu/policies/consensual-relationsPregan>  
Non-Retaliation <https://wit.edu/policies/whistleblower>  
Employee Code of Conduct  
<https://lconnect.wit.edu/documents/10354/0/Employee+Handbook+2019.pdf/ed2c00f6-56e0-445c-b963-0cd54f3d93d7>

## **III. Applicability and Jurisdiction**

This Policy applies to all University students, employees, vendors, and volunteers affiliated with the University. Third Parties are both protected by and subject to this policy. A third-party may make a report of a violation of this policy committed by a member of the University community. A third-party may also be permanently barred from the University or subject to other restrictions for failing to comply with this policy.

This policy applies to conduct that occurs on University property (i.e., on campus) and in the local vicinity. This policy also applies to conduct that occurs off University property (i.e., off campus) when the conduct is associated with a University-sponsored program or activity, such as travel, research, or internship programs or when such conduct may have a continuing adverse effect or could create a hostile environment on campus, or when such conduct may have a continuing adverse effect or could create a hostile environment on campus. Judgments about these matters will depend on facts of an individual case.

All actions by a member of the University community that involve the use of the University's computing and network resources from a remote location, including but not limited to accessing email accounts, will be deemed to have occurred on campus. On-line and/or social media conduct may violate this Policy if it meets the definition of Prohibited Conduct. Online postings are in the public sphere and are not private. These postings may subject an individual to allegations of Prohibited Conduct or other misconduct. The University does not regularly search for this information nor does it monitor any particular social media site, but it may take action if and when such information is brought to its attention. See the University's Acceptable Use Policy <https://wit.edu/policies/acceptable-use-policy> and Responsible Use of Computer and Networks Policy <https://wit.edu/student-code-conduct/policies/responsible-use-computers-networks>. The University will view any Report of online Prohibited Conduct with the Respondent's free speech rights in mind.

Individuals are encouraged to report any violation of this policy as soon as possible in order to maximize the University's ability to respond promptly and effectively. Reports and Complaints may be made at any time without regard to how much time has elapsed since the incident(s) in question.

If the Respondent is no longer a student or employee at the time of the report or Complaint, the University may not be able to take disciplinary action against the Respondent, but it will still seek to meet its Title IX or other legal obligations by offering supportive measures for the Complainant and taking steps, if necessary and possible, to end the prohibited behavior, prevent and address its recurrence, and address its effects.

For a party to file a formal Title IX complaint, the reported conduct must have occurred within the scope of the University's programs or activities as defined as locations, events, or circumstances over which Wentworth exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution.

Students who cross-register for courses at other Colleges of the Fenway institutions are expected to follow the policy and resolution process of the host institution.

#### **IV. Grievance Procedure and Referrals**

This Policy governs Prohibited Conduct that constitutes sexual misconduct, including sexual harassment and/or sex-based discrimination, however, the government defines "sexual harassment" differently in certain settings. This Policy covers behaviors that fall both within and outside the jurisdiction required for response by Title IX. The University will determine which grievance processes will be used based on the constellation of facts and circumstances surrounding the report or Complaint and the following factors:

- a. Applicable law
- b. The status of the Complainant as a student, employee, or third-party
- c. The status of the Respondent as a student, employee, or third-party
- d. The context in which the harassing behavior is reported to have occurred
- e. Whether or not the reported behavior occurred within the United States
- f. Whether there are continuing effect of such reported behavior on campus or within the University's education programs or associated activities

The Title IX Coordinator is the University official designated to evaluate reports to determine which law(s) attach, what threshold each law holds under the various laws, and which grievance process to utilize to resolve such reported behavior. For reports and complaints involving multiple University policies, a case-by-case determination will be made regarding which grievance procedure will be utilized.

#### **V. Title IX Coordinator**

The Title IX Coordinator is charged with coordinating the University's efforts to comply and carry out its responsibilities pursuant to Title IX. In this role, the Title IX Coordinator monitors the University's response to complaints to provide a prompt, fair, and equitable resolution process; and provides appropriate education and training.-

The Title IX Coordinator, or designee, provides information and education to community members and applicants for admission and employment about the Policy; implements supportive measures

and remedies; is involved in decisions regarding emergency removals and administrative leave; evaluates requests for confidentiality; files formal complaints on behalf of the University; oversees the dismissal, consolidation, and referral of complaints as appropriate; assists persons in filing complaints with law enforcement (when requested); and provides or facilitates training for faculty, staff, and students; and may investigate complaints.

Any person may contact the Title IX Coordinator to report Prohibited Conduct. The Title IX Coordinator can be contacted in person, by telephone, email, or in person during regular business hours (Monday-Friday 8:30-4:30 pm):

**Beth Devonshire**

Interim Title IX Coordinator

205 Williston Hall

[devonshireb@wit.edu](mailto:devonshireb@wit.edu)

617-989-4193

## **VI. Employee Responsibilities**

Title IX uses the concept of actual notice and requires that a University must “respond promptly” when the Title IX Coordinator and other employees are notified of a report of sexual harassment. This response includes contacting a Complainant and notifying them of the policy and procedures, availability of supportive measures, and ability to file a formal complaint. Reports do not automatically trigger the initiation of a formal grievance procedure.

**a. Mandated Reporters**

**Reports Involving Wentworth Students and Employees:**

To encouraging reporting and provide a prompt and equitable response, the University will require that certain University officials must immediately report incidents of Prohibited Conduct to the Title IX Coordinator. These “mandated reporters” (formally referred to as Responsible Employees) must report all relevant details of the incident including the name of the Complainant and Respondent, if known, dates, times, locations, and the names of witnesses. Reporting must take place regardless of the location of the incident (on or off-campus) as it assists the Title IX Coordinator in tracking patterns, evaluating the scope of the problem, formulating appropriate campus-wide responses, and ensuring that impacted students are provided with information about reporting options and resources.

Reports are not required if they were made at public awareness events, in approved research projects, and as part of coursework assignments.

The following employees, including student employees, have an obligation to report any and all alleged prohibited conduct that they learn of involving students:

- Employees in a supervisory role;
- All of those in the Office of Public Safety; and
- All personnel in Athletics, Housing and Residential Life, and Student Affairs (excluding those listed below as a Confidential Employee):
  - o Dean of Students Office (617-989-4702)
  - o Athletics (617-98-4655)
  - o Housing and Residential Life – including Resident Assistants (RAs) (617-989-4160)

- Center for Student Engagement (617-989-4080)
- Schumann Fitness Center (617-989-4098)
- Center for COOPS+CAREERS (617-989-4101)

While faculty members are not designed Mandated Reporters, they *must* provide the name and contact information of the Title IX Coordinator to any student who reports an act of Prohibited Conduct to them.

Reports Involving Children and Vulnerable Populations:

The University is committed to safeguarding all children, young people, and vulnerable adults involved in our programs, or on our campus. The University will not tolerate the abuse of minors or vulnerable adults in any form. As such, members of the University community are encouraged to report the presence of unaccompanied Minors on campus, as well as any inappropriate conduct by a Minor and an accompanying Adult to the Wentworth Institute of Technology Department of Public Safety (617-989-4444). Wentworth employees and volunteers (including student employees or volunteers associated with the Program) serving as Program leaders or Authorized Adults in University sponsored Programs should be aware that they are mandatory reporters under Massachusetts law and must report to the Department of Youth Services (1-800-792-5200) all instances where they have reasonable cause to believe a child is suffering physically or emotionally from abuse, including sexual abuse, or neglect. All such employees should contact the Wentworth Institute of Technology Department of Public Safety (617-989-4400) or the Office of Compliance and Risk Management (617-989-4413) immediately in the event they become aware of or concerned about such abuse or neglect and for assistance in making all required reports under Massachusetts law.

**b.** Confidential Employees

The University has designated employees on campus where individuals may make confidential reports. Confidential Employees cannot reveal information to any third party unless one or more of the following conditions are present: the individual has provided written consent to disclose information; there is a concern about imminent harm to self or others; the information concerns the neglect or abuse of someone who is a minor, elderly, or disabled; or an employee has been charged with providing non-identifiable aggregate information for purposes of the Clery Act.

The following have been deemed Confidential Employees:

- 1) Staff members who work in the Center for Wellness (617-989-4390)
- 2) All staff members working within Optum Student Health Services (617-879-5220)

**c.** Campus Security Authorities (CSA)

Campus Security Authorities (CSAs) are individuals who by virtue of their University responsibilities and under the Clery Act, are designated to receive and report criminal incidents to the Wentworth Institute of Technology Department of Public Safety so that they may be included and published in the University's Annual Security and Fire Safety Report. All Employees who are designated as Campus Security Authorities for the purposes of the Clery Act must immediately provide the Wentworth Institute of Technology Department of Public Safety with non-identifying statistical information regarding all reported incidents of sexual assault, dating violence, domestic violence, and stalking.

d. Employees' Duty to Cooperate

Exclusive of the Complainant and Respondent, University employees are encouraged to cooperate fully and unconditionally in an investigation conducted pursuant to this Policy. This duty includes, among other things, speaking with the Title IX Coordinator, Investigator, Decision-maker(s) or appellate body, and voluntarily providing all documentation that relates to the claim being investigated.

## VII. Definitions

- a. **Actual knowledge** means notice of Prohibited Conduct to the Title IX Coordinator or any official who has the authority to institute corrective measures.
- b. **Advisor** means any person who accompanies a Respondent or Complainant in any meeting or grievance proceeding. This is a separate role from that of a support person. Except for conducting cross-examination at a hearing for a Title IX-related violation at a Title IX-related grievance proceeding, the advisor's role is limited to providing support and guidance to their advisee, and the Advisor may not speak or otherwise represent their advisee throughout the process, including opening or closing statements, object to questions, or engage in any advocacy other than permitted herein. If an Advisor of the party's choice does not attend the hearing or is removed by the University for failure to follow the Rule of Decorum, the University will provide an Advisor of the University's choice for the sole purpose of conducting cross-examination on behalf of the party. The University will not restrict the choice of an Advisor, and reasonable requests to change proposed meetings to accommodate an Advisor's schedule will be considered. Requests to have more than one Advisor will be considered on case-by-case basis, and the final decision is the sole discretion of the Title IX Coordinator. For example, a party may elect to have one Advisor accompany them to meetings but choose a separate Advisor to conduct cross-examination. No faculty or staff member is required to accept a request from a party to serve as an advisor. The parties must inform the Title IX Coordinator the name of the Advisor prior to any meeting or hearing described in this Policy.
- c. **Business day** means any day, Monday through Friday, that the University is open.
- d. **Complainant** means the individual who is alleged to be the victim of conduct that could constitute Prohibited Conduct.
- e. **Conduct file** means the printed, written, electronic file which may include, but is not limited to, all information obtained as part of an investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript; any disciplinary sanctions and/or remedies; any appeal, including the result of the appeal; and any informal resolution and the result therefrom.
- f. **Decision-maker(s)** means those annually trained who are authorized to determine emergency removals, conduct hearings, and/or review appeals. Decision-maker(s) may only serve one role within a case and are free from conflict of interest or bias.

- g. Designee** means any employee who has responsibility for implementing or administering this Policy.
- h. Education program or activity** includes locations, events, or circumstances over which the institution exercises substantial control over both the Respondent and the context of in which the harassment occurs, and also includes any building owned or controlled by the University. This does not include education programs or activities outside of the United States.
- i. Employee** means all full and part time staff. Vendors are not typically considered employees.
- j. Evidence**
- i. Inculpatory evidence means information that is used to establish a violation.
  - ii. Exculpatory evidence means information that is used to establish if there is not a violation
- k. Formal complaint** means a document filed by a Complainant or signed by the Title IX Coordinator alleging Prohibited Conduct against a Respondent and requesting that the recipient investigate the allegation of Prohibited Conduct.
- l. Personnel file** means the employee file which containing documents relating to an employee's employment as maintained by the University's ordinary course of business.
- m. Party** means either the Complainant(s) or Respondent(s) in an investigation or action related to Prohibited Conduct.
- n. Preponderance of the evidence** means a standard of proof in which the totality of the evidence offered in support of a fact is greater or more convincing than the evidence which is offered in opposition to it; given the totality of information the version of events that is more likely than not. Preponderance of the evidence is understood to require more than 50 percent certainty to determine responsibility for a policy violation (51% or greater).
- o. Relevancy** means information that is presented to establish if a fact is more or less true. Investigators and decision makers have the ability to make relevancy determinations.
- p. Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- q. Student** means any person who attends or has attended the University. Persons admitted but never matriculated may not be considered students. For purposes of this Policy, the Title IX Coordinator will make the final determination as to whether or not an individual is a student.
- r. Supportive measures** mean non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available without fee or charge to the Complainant and Respondent, before or after the filing of a formal complaint, or where no formal complaint has been filed. Supportive measures are designed to balance restoring or preserving access, without unreasonably unburdening the other party.

- s. **Support person** means any person who has been authorized by the University as an accommodation per Section XVI and attends meetings associated with this Policy. This is a separate role than that of the Advisor. Support persons may not play an active role in the process, including, but not limited to, asking questions, presenting evidence, or making statements. A support person may not have any additional role, such as a witness, in the University process. Only reasonable requests to change proposed meetings to accommodate a support person's schedule will be considered. No faculty or staff member is required to accept a request from a party to serve as a support person. The parties must inform the Title IX Coordinator the name of the support person prior to any meeting or hearing described in this Policy
- t. **Third party** means any vendor, contractor, visitor, or guest.
- u. **Witness** means any individual who has relevant knowledge of an incident. Character witnesses are not allowed as part of this Policy.

## VIII. Prohibited Conduct and Related Definitions

### Prohibited Conduct

As outlined above, the University prohibits behaviors that fall outside of the scope of conduct prohibited by Title IX. If a report constitutes behavior as described below, the University will determine which grievance process to utilize or resolve the complaint.

For purposes of this policy, all of the following definitions constitute conduct to be "on the basis of sex." The University will treat attempts to commit any Prohibited Conduct as if those attempts had been completed.

- a. **Sexual Harassment:** conduct on the basis of sex that satisfies one or more of the following:
  - i. An employee conditioning the provision of an aid, benefit, or service on the individual's participation in unwelcome conduct
  - ii. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to their education
  - iii. Sexual assault, dating violence, domestic violence, or stalking
- 1. **Quid Pro Quo:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - i. Submission to or rejection of such conduct is made implicitly or explicitly a term or condition of instruction, employment, or participation in any University activity or benefit;
  - ii. Submission to or rejection of these behaviors by an individual is used as a basis for evaluation in making academic or personnel decisions;

To reach the threshold for a claim under Title IX and to be adjudicated under the Title IX-Related Process described in XIII, the person conditioning the provision of the aid, benefit, or service must be an employee. A single instance of abuse of authority may constitute *quid pro quo* harassment. If a Complainant acquiesces to unwelcome conduct in a quid pro quo context to avoid potential negative consequences, consent does not necessarily mean that the conduct was "welcomed" or that the harassment did not occur.

**2. Hostile Environment:** Any unwelcome sexual advance, request for sexual favors, or other unwelcome verbal, electronic or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance; i.e. it is sufficiently serious, pervasive or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment under both a subjective and an objective standard.

To reach the threshold for a claim under Title IX and to be adjudicated under the Title IX-Related Process described in XIII, the reported unwelcome conduct must be e so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity.

The Title IX Coordinator will conduct a preliminary determination as to whether alleged conduct satisfies the definition of a Title IX policy. Such a determination will be based on the totality of reported facts and circumstances established in the Complaint.

Examples of harassment that creates a hostile environment include, but are not limited to the following:

- i. **Sex discrimination:** Discriminatory conduct based on sex, including pay or hiring discrimination
- ii. **Gender-based Harassment:** A form of discrimination that includes verbal, written, or physical behavior, directed at someone, or against a particular group, because of that person's or group's sex, gender identity, actual or perceived sexual orientation, or based on gender stereotypes, when that behavior is unwelcome and has the purpose or effect of substantially interfering with the individual's work or educational performance by creating an intimidating, hostile, or demeaning environment for employment or education. Such conduct does not need to be directed at or to a specific individual in order to constitute sexual harassment, but may consist of generalized unwelcome and inappropriate behaviors or communications based on sex, gender identity, actual or perceived sexual orientation, or gender stereotypes.
- iii. **Unwanted sexual attention:** Unwanted verbal or physical sexual advances. This may also include unwanted sexual behaviors such as pressuring a person for dates, unwanted touching including hugging and kissing; wide dissemination of "revenge porn;" conspiring to sexually harass people; unwelcome conduct that harms and humiliates a person on the basis of sex; recording, photographing, or transmitting identifiable images of private sexual activity and/or the intimate parts of another person; allowing third parties to observe private sexual acts; distributing, viewing or forcing others to view illegal pornography; forcing others to view legal pornography; engaging in voyeurism; and exposing one's genitals or inducing one to expose their own genitals in nonconsensual circumstances

**3. Sexual Assault – Non-Consensual Sexual Penetration:** The penetration, no matter how slight, of the vagina, anus, with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim. This includes any gender of victim or Respondent.

4. **Sexual Assault – Non-Consensual Sexual Contact:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances in which the victim is incapable of giving consent because of their age or temporary or permanent mental incapacity.
5. **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent, which is 16 in Massachusetts.
6. **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. In Massachusetts, this includes sexual contact with persons who are related by blood or adoption.
7. **Dating Violence:** Any act of violence or threatened violence against a person who is, or has been in, a social relationship of a romantic or intimate nature with that person. The existence of such a relationship shall be determined based on the reporting Party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition dating violence includes, but is not limited to, sexual or physical abuse, or the threat of such abuse.
8. **Domestic Violence:** Any felony or misdemeanor crime of violence committed by those who:
  - are or were married to one another;
  - are or were residing together in the same household;
  - are or were related by blood or marriage;
  - have a child in common regardless of whether they have ever married or lived together; or
  - are or have been in a substantive dating or engagement relationship

According to Section 16 of title 18 of the United States Code, the term “crime of violence” means

- an offense under Massachusetts State law that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or
- any other offense that is a felony in Massachusetts and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

Domestic violence, as defined by Title IX is considered relationship violence and must be “on the basis of sex.” For purposes of this Policy, Domestic Violence does not include acts that meet the definition of domestic violence under Massachusetts laws that are based solely on cohabitation (e.g. roommates) or family relationship (e.g. parent/child). While non-relationship violence would not be addressed using this policy, it would still be counted for purposes of Clery Act reporting and may be addressed under other University policies.

9. **Stalking:** Any course of conduct (more than one act) directed at a specific person (directly, indirectly, through a third party, or other means) that places that person in reasonable fear

for his or her safety or the safety of others. For the purposes of this Policy, the behaviors must be directly related to that person's sex.

For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third Parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

**b. Retaliation:** Any attempt to seek retribution against an individual or group of individuals involved in making a good faith report, filing a Complaint, participating in a disciplinary process, or opposing in a reasonable manner an action believed to constitute a violation of this policy. Retaliation can take many forms, including abuse or violence, threats, coercion, and intimidation. Actions in response to a good faith report or response under this policy are considered retaliatory if they have a materially adverse effect on the working, academic or University-controlled living environment of an individual or if they hinder or prevent the individual from effectively carrying out their University responsibilities. Any individual or group of individuals can engage in retaliation and will be held accountable under this policy.

Allegations of Retaliation will proceed under the non-Title IX processes.

**c. Discrimination Based on Sex:** An intentional or unintentional act that adversely affects employment and/or educational opportunities because of a person's membership in a protected class or association with a member(s) of a protected class that is based on sex (including pregnancy). Discrimination may be classified as either disparate impact (facially neutral practices that fall more harshly on one group than another and cannot be justified by business necessity) or disparate treatment (treatment of an individual that is less favorable than treatment of others based on discriminatory reasons). A single act of discrimination may be based on more than one protected class status.

Allegations of Discrimination based on sex that do not reach a Title IX threshold will proceed under the non-Title IX processes.

**d. Sexual Exploitation:** Any nonconsensual act or acts committed through exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or for the purpose of causing harm to another's reputation

Sexual exploitation includes, but is not limited to, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person; causing the prostitution of another person; recording, photographing, or transmitting identifiable images of private sexual activity and/or the intimate parts of another person; allowing third parties to observe private sexual acts; manipulation of contraception; possessing, distributing, viewing or forcing others to view illegal pornography; forcing others to view legal pornography; engaging in voyeurism; exposing one's genitals or inducing one to expose their own genitals in

nonconsensual circumstances; intentionally or knowingly exposing another individual to a sexually transmitted infection or virus without their knowledge, or facilitation of the sexual harm of another person.

Allegations of Sexual Exploitation that do not reach a Title IX threshold will proceed under the non-Title IX processes.

### **Related Definitions**

**a. Consent** is an understandable exchange of affirmative words or actions, which indicate a willingness to participate in a mutually agreed upon sexual activity at a mutually agreed upon time.

Consent must be informed, freely and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement.

Silence, previous sexual relationships or experiences, and/or a current relationship may not, in themselves, be taken to imply consent. While nonverbal consent is possible (through active participation), it is best to obtain verbal consent. Similarly, consent to one form of sexual activity does not imply consent to other forms of sexual activity. An individual who is incapacitated cannot consent. Consent to sexual activity may be withdrawn at any time through clear communication.

Sexual conduct in the presence of force, coercion, and/or incapacitation is not consensual.

**b. Force** is the use of physical strength or action (no matter how slight), violence, threats of violence or intimidation, as a means to engage in sexual activity. While physical resistance by Complainant is not germane to a finding of force, Evidence of resistance by the Complainant will be viewed as a clear demonstration of a lack of consent.

**c. Coercion:** Use of unreasonable pressure on another person to engage in sexual activity. A single sexual advance does not constitute coercion. Coercion begins when the initiator continues to pressure another, through the use of psychological/emotional pressure, alcohol, drugs, threat, intimidation, or force, to engage in sexual behavior, when a reasonable person would realize that the other does not want to engage in sexual activity.

**d. Incapacitation** Physical and/or mental inability, whether temporary or permanent, of an individual to make rational, reasonable decisions, or judgments regarding one's well-being or welfare.

A person who is incapacitated lacks the capacity to understand or appreciate the fact, nature or extent of a sexual encounter. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Incapacitation may result from the voluntary or involuntary consumption of alcohol and/or other drugs. Incapacitation may also occur due to mental or cognitive impairment, injury, or sleep. Where alcohol or other substances are involved, incapacitation is determined by how the substance impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments.

The question of incapacitation is determined on a case-by-case basis using both objective and subjective standards. In evaluating whether a person was incapacitated for purposes of evaluating effective consent, the University will consider: (1) whether the person initiating the sexual activity knew that their partner was incapacitated; and if not (2) whether a reasonable person in the same situation would have known that their partner was incapacitated.

## **IX. Reporting Options**

The University strongly encourages all who have experienced Prohibited Conduct to report the incident so that the University can provide support and pursue an appropriate resolution. The University encourages anyone who experiences or becomes aware of Prohibited Conduct to immediately contact one of the options listed below including law enforcement, school administrators and confidential options. Reports may be made by complainants, or by a third-party, including, but not limited to, a friend, family member, advisor, or professor. The University prohibits and will not tolerate retaliation against anyone who makes a report.

A Complainant may pursue some or all these reporting options at the same time (e.g., one may simultaneously pursue a Formal Resolution Process with the University and a criminal complaint). When initiating any report, a Complainant does not need to know whether they wish to request any particular course of action, nor how to label what happened.

### **a. Immediate Needs: Safety and Preserving Evidence:**

If an incident occurs, the University encourages any impacted individual to report the incident and seek both police and medical assistance. Seeking police or medical assistance does not obligate a Complainant to make a complaint or take any further action, but the decision to seek medical help and gather evidence allows complainants to preserve the full range of available options. The University will assist any community member to get to a safe place, provide transportation for medical help and, if requested, contact law enforcement. For 24/7 help, contact the Department of Public Safety, or contact the Title IX Coordinator during normal University hours.

Any person impacted by Prohibited Conduct, including sexual misconduct, is encouraged to take steps to preserve evidence of the incident. Prior to making a report, the impacted individual should:

- Refrain from bathing, showering, brushing teeth, drinking, eating, douching, or changing clothes until the evidence can be collected
- Place any garment or clothing worn during the alleged incident in a separate paper bag.
- Preserve copies of any related written or electronic communications (e.g., pictures/videos, texts, social media posts, etc.), taking care not to delete the originals.

Complainants may choose to file a report with both law enforcement and the University when the incident constitutes both a crime and a violation of University policy. In cases in which the Complainant chooses to report to law enforcement, the Title IX Coordinator may contact any law enforcement agency that is conducting its own investigation to inform that agency that a University investigation is also in progress; to ascertain the status of the criminal investigation; and to determine the extent to which any evidence collected by law enforcement may be available to the University in its investigation. At the request of law enforcement, the investigator

may delay the University investigation temporarily while an external law enforcement agency is gathering evidence.

**b. Reporting to Law Enforcement:**

Conduct that violates this Policy may also violate state and local laws (Appendix A). The University encourages all individuals to immediately contact law enforcement in situations which may present imminent or ongoing danger by contacting:

- 9-1-1- for emergencies
- Wentworth Department of Public Safety 617-989-4444
- Boston Police Department (District B-2), 617-343-4270
- Boston Police Sexual Assault Unit, 617-343-0044

While the University encourages Complainants to contact law enforcement, it is not required. Additionally, the Complainant is still entitled to supportive measures regardless if a report is filed. University officials will provide assistance in contacting law enforcement as needed.

**c. Reporting to the University:**

Complainants are encouraged to report the incident to the University by contacting the Title IX Coordinator. The Title IX Coordinator may be contacted by telephone, mail, email or in person during regular business hours (8:15am-4:45pm)

Beth Devonshire, Interim Title IX Coordinator  
205 Williston Hall  
[devonshireb@wit.edu](mailto:devonshireb@wit.edu)  
617-989-4193

An individual may report an incident via an online reporting form. The online form will not be considered a complaint that would trigger a full investigation. To access the Title IX Reporting Form, click here: [https://cm.maxient.com/reportingform.php?Wentworth&layout\\_id=2](https://cm.maxient.com/reportingform.php?Wentworth&layout_id=2)

**Mandated Reporters:** The following university officials have been designated as mandated reporters by the University. Mandated reporters will promptly notify the Title IX Coordinator of all known relevant details including names of the parties and witnesses, and the time, date, and location of the incident.

Upon receipt of a report, the Title IX Coordinator, or designee, will promptly contact the Complainant and provide the following: information on the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, the ability to receive supportive measures with or without filing a report, and information about the process for filing a formal complaint.

In order to proceed with a formal grievance process, a formal complaint must be filed. Supportive measures will be available regardless if a formal complaint is filed.

**d. Confidential Resources:**

Several campus professionals are designated as Confidential. An individual who is not prepared to make a report, or who may be unsure how to label what happened, but still seeks information

and support, is strongly encouraged to contact a Confidential Resource.

**i. Students:**

On-Campus:

- Center for Wellness: 617-989-4390
- ProtoCall: (after-hours and weekends) 617-989-4390
- Health Services: (24 hours a day) 617-989-4070.

Off-Campus:

- Boston Area Rape Crisis Center: (24-hour free hotline) 1-800-841-8371
- Beth Israel Deaconess Medical Center: 617-667-7000 (SANE)
- Boston Medical Center: 617-638-8000 (SANE)
- Brigham and Women's Hospital: 617-732-6462 (SANE)

**ii. Employees:**

- EAP (Employee Assistance Provider), AllOneHealth, (24 hours a day) at 800-451-1834 or at the website at [www.allonehealth.eap.com](http://www.allonehealth.eap.com).

**e. Make an Anonymous Report:**

Those who wish to make an anonymous report may file an incident report online through [wit.ethicspoint.com](http://wit.ethicspoint.com). Anonymous reports also are accepted and should be directed to the Title IX Coordinator. The University will respond promptly and equitably to anonymous reports, but the response may be limited if the report does not include identifying information and/or a description of the facts and circumstances.

Anonymous reports that provide sufficient information to constitute certain criminal offenses will be reported to Wentworth Department of Public Safety for purposes of inclusion in the University's Annual Security and Fire Safety Report and to assess whether the University should send a Timely Warning Notice as required by the Clery Act.

**f. Take No Action:**

Complainants have the right not to file a report. Even if a Complainant chooses not to file a report, the Complainant is highly encouraged to seek medical attention and counseling. Complainants who wish to file a report at a later date, may do so by utilizing any of the options above. Delay in reporting could create obstacles to the University's process for stopping harassment/discrimination, remedying its effects, and preventing recurrence as well as potentially weakening evidence that could be useful in determining whether Prohibited Conduct occurred.

**g. Off-Campus Reporting Options:**

The University has identified a list of on and off-campus resources for community members to access regarding reports of prohibited conduct. Please click here for a list of resources <https://wit.edu/title-ix/reporting-options>

Additionally, all members of the University community may also contact the Office for Civil Rights (a division of the United States Department of Education) to file a complaint pertaining to Title IX.

Office for Civil Rights:

Headquarters:

400 Maryland Avenue, SW, Washington, DC 20202-1100

Customer Service Hotline #: (800) 421-3481 | Facsimile: (202) 453-6012

TTY#: (800) 877-8339 | Email: [OCR@ed.gov](mailto:OCR@ed.gov) | Web: <http://www.ed.gov/ocr>

Boston Office:

U.S. Department of Education

8th Floor

5 Post Office Square

Boston, MA 02109-3921

Telephone: (617) 289-0111

Facsimile: (617) 289-0150

Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

Employees may also file a complaint with the following offices:

U.S. Equal Employment Opportunity Commission (EEOC)

JFK Federal Building

15 New Sudbury Street, Room 475

Boston, MA 022-3-0506

Massachusetts Commission Against Discrimination (MCAD)

1 Ashburton Place, Suite 601

Boston, MA 02108

## **X.University Response to Reports**

### **a. Privacy and Confidentiality**

Issues of privacy and confidentiality play important roles in this policy and may affect individuals differently. Privacy and confidentiality are related but distinct terms. “Confidentiality” refers to the circumstances under which information will or will not be disclosed to others. “Privacy” refers to the discretion that will be exercised by the University in the course of any investigation or disciplinary processes under this policy or a separate grievance procedure.

Requests for confidentiality or use of anonymous reporting may limit the University’s ability to investigate a matter. In limited circumstance, the Title IX Coordinator may choose to sign a formal complaint, initiating a grievance procedure. In those cases, the Complainant will not be required to participate in any University grievance proceeding.

Medical and counseling records, as well as those with a recognized legal privilege are confidential documents that parties will not be required to disclose. If one party chooses to provide written consent regarding disclosure, all parties will have access to those records.

### **b. Supportive Measures**

Upon receipt of a complaint or a report of a violation of this Policy, the University will provide reasonable and appropriate supportive measures to all parties. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available without fee or charge to the Complainant and Respondent, before or after the filing of a formal complaint, or where no formal complaint has been filed. Supportive measures are designed to

balance restoring or preserving access, without unreasonably unburdening the other party. Additionally, they are intended to protect the safety of all parties and/or deter Prohibited Conduct.

Supportive measures include counseling, extension of deadlines or other course-related adjustments, modification of work or class schedules, campus escort services, mutual orders of no contact, changes in work or housing locations, leaves of absences, increased security and monitoring of certain area.

The University will maintain the privacy of any supportive measures provided under this Policy to the extent practicable and will promptly address any reports of retaliation or violations of mutual no contact orders. The University has the discretion to impose and/or modify any supportive measure based on all available information.

The University will provide reasonable remedial and protective measures to Third Parties as appropriate and available, taking into account the role of the Third Party and the nature of any contractual relationship with the University.

All individuals are encouraged to report concerns about the failure of another to abide by any restrictions imposed by a Supportive Measure. The University will take immediate action to enforce a previously implemented measure and disciplinary penalties can be imposed for failing to abide by a University-imposed measure utilizing the disciplinary process deemed appropriate by the Title IX Coordinator.

**c. Amnesty/Immunity**

The University has a special concern for incidents of Prohibited Conduct. Such incidents damage not only individuals, but also the free and open academic environment of the University.

The University is aware that individuals may not report Prohibited Conduct out of concern that they, or witnesses, might be charged with violations of the Universities' policies. Accordingly, the University will not pursue discipline violations related to drug or alcohol use against an individual who, in good faith, reports, witnesses or possesses personal knowledge of Prohibited Conduct.

While amnesty is typically limited to violations involving the use of alcohol and drugs and any policies related to Covid-19, determinations regarding amnesty for other forms of prohibited conduct will be made on a case-by-case basis.

**d. Timely Warning**

If Public Safety becomes aware of a serious and continuing threat to the campus community, Campus Security will issue a timely notification to the University community. In all cases of Prohibited Conduct, the Title IX Coordinator will be notified. Campus Security, as required by law, may also be required to complete an incident report and publicly disclose the reported incident of Prohibited Conduct in the annual security report without personally identifying information. In addition, the University may also share non-identifying information, including data about outcomes and penalties, in aggregate form. At no time will the University release the name or other personally identifiable information of the Complainant to the general public without the express consent of the Complainant or as otherwise permitted or required by law.

## **XI. Interim Action**

### **a. Emergency Removal**

The University may impose an interim emergency removal on a Respondent prior to or during a University grievance procedure. Such action may be taken when, after an individualized safety and risk analysis, a University official has determined that an immediate threat to the physical health or safety of any student or other individual exists.

Respondent will be provided with written notice including: information about the grievance process, including an opportunity to challenge the dismissal; identities of the parties involved in the incident, if known; the conduct allegedly constituting Prohibited Conduct; the date and location of the alleged incident.

Respondents wishing to challenge an Emergency Removal must submit a written appeal of such decision within five business days. Grounds for appeal include the following:

- Procedural irregularity that affected the outcome;
- New evidence that was not readily available when the decision regarding an emergency removal was made that could affect the outcome; and
- A University official involved in the decision-making process regarding the emergency removal had a general or specific conflict of interest or bias that impacted the decision to issue an emergency removal.

A Decision-maker(s) will provide a decision to the Respondent within five (5) business days of receiving the appeal. If the appeal is denied, the emergency removal may remain in effect through the conclusion of the grievance process, including the appellate process.

### **b. Administrative Leave**

If it deems it appropriate to do so, the University may place an employee Respondent, including student employees, on administrative leave prior to or during the pendency of a University grievance process set forth in this policy.

Typically, those placed on administrative leave will continue to receive pay and benefits. Additionally, administrative leave is not indefinite and will be provided updates regarding their status.

## **XII. Grievance Procedures for Non-Title IX-Related Prohibited Conduct Involving Employees**

### **a. Complaint and Resolution Process:**

- i. Step 1** A person who believes they has been subject to Prohibited Conduct should contact a representative from Human Resources as soon as possible. An employee may also contact their supervisor. A meeting will be held with a representative from Human Resources, or another investigator appointed by Wentworth, to discuss the conduct and events and to answer any questions regarding the process. In those instances where a resolution is appropriate, a representative from Human Resources, or another investigator, will advise and assist in resolving the matter.
- ii. Step 2** In those instances where a resolution is not reached or is not appropriate, a request will be made to submit a written statement to the Vice President of Human Resources. The written statement is most effective when it includes the following information: a description of the incident(s), the name of the person(s) engaging in the conduct, times, locations, specific words/actions, and the name of any witnesses to the incident(s). The investigator will review

all information provided and may make requests for additional information. The investigator's notes and files are not subject to review by the person bringing forward the concern or to the person(s) alleged to have violated this policy.

- iii. **Step 3** The investigator will meet with the person alleged to have engaged in the conduct. They may submit a written statement and any documents in response to the concerns and should provide the names of any possible witnesses and any other materials or documents he/she feels are responsive to the allegation(s) made.
- iv. **Step 4** The investigator will interview witnesses noted by the person bringing forward the concern and any witnesses named by the person alleged to have engaged in the conduct. The investigator may gather information relating to the concern from any source or person.
- v. **Step 5** Upon completion of the investigation, the Vice President of Human Resources will make a finding and inform the person raising the concern and the person(s) alleged to have engaged in the conduct of the result.
- vi. **Step 6** If the person raising the concern is not satisfied with the finding of the Vice President of Human Resources, he/she may take the issue to the President for review. In the event that the finding of the Vice President and/or President indicate that unlawful discrimination has not occurred, the matter will be closed. In the event that the finding of the Vice President and/or President indicate that a violation has occurred, further action will be taken including, but not limited to, disciplinary action up to and including termination.

Please see Sections XIV Sanctions and Remedies and XV Appeals for additional information.

b. **Timetable**

Wentworth recognizes that the interests of all persons are best served by the prompt investigation and resolution of prohibited Conduct. It will strive to investigate concerns in a prompt and reasonable manner, within sixty (60) days, taking into account scheduled breaks, vacation periods and other obligations.

c. **Confidentiality**

All actions taken to investigate and resolve concerns raised through this process shall be conducted with as much confidentiality as possible without compromising the thoroughness of the investigation. It is Wentworth's position that generally a person raising a concern cannot insist on anonymity because such will impede the fairness and thoroughness of the investigation. The investigator will not discuss the matter with persons other than those involved in, affected by or having information about the matter, or those necessary to implement the investigative process or the disciplinary procedures under this policy.

d. **Standard of Evidence**

The standard of evidence used to determine whether the alleged violation of the policy occurred is preponderance of the evidence. The preponderance of the evidence means a standard of proof in which the totality of the evidence offered in support of a fact is greater or more convincing than the evidence which is offered in opposition to it; given the totality of information the version of events that is more likely than not. Preponderance of the evidence is understood to require more than 50 percent certainty to determine responsibility for a policy violation (51% or greater).

### **XIII. Grievance Procedures for Non-Title IX Related Prohibited Conduct Involving Students and Title IX-Related Prohibited Conduct Involving Students and Employees**

#### **a. Filing of a Formal Complaint**

To initiate either the informal resolution process or formal resolution process, a Complainant must file a Complaint. A Complaint means a written statement filed by a Complainant or signed by the Title IX Coordinator alleging Prohibited Conduct against a Respondent and requesting resolution of the alleged behavior. A complaint may be completed by the Complainant in person or submitted by email, mail or by phone to the Title IX Coordinator.

If the Complainant does not wish to proceed with a formal complaint, the University will respect the complainant's autonomy and wishes to the extent possible. The Complainant will be able to access supportive measures.

In limited circumstances, the Title IX Coordinator may sign a formal complaint and move forward with a formal grievance process. These cases include, but are not limited to, the following:

- i. Actual knowledge of a pattern of alleged Prohibited Conduct by a Respondent in a position of authority;
- ii. The Title IX Coordinator receives multiple reports of Prohibited Conduct and sex-discrimination against the same Respondent;
- iii. A pattern of alleged conduct and the involvement of violence, weapons, and similar factors in the complainant's allegations;
- iv. The seriousness of the alleged harassment; and
- v. The age of the student who was allegedly harassed.

In cases in which the Title IX Coordinator signs a formal complaint, the Title IX Coordinator will not serve as a party within the grievance process. Additionally, the Complainant cannot be required to participate in the grievance procedure and does not need to appear at a live hearing or submit cross-examination.

#### **b. Notification and Rights and Options**

If a formal complaint is not filed, the Complainant will be provided an explanation of their rights and options which includes the following:

- The importance of obtaining and preserving forensic and other evidence;
- The right to report or not report the alleged incident to the University, law enforcement or both, including information about the Complainant's right to privacy and which reporting methods are confidential;
- The right to request and receive assistance from campus authorities in notifying law enforcement;
- The right to request and receive assistance in obtaining and enforcing a campus-issued order of protection or no contact order.
- The right to speak to and receive assistance from on and off campus Confidential Resources and other organizations that provide support and services to Complainants
- The right to assistance from the University in accessing and navigating campus and local health and mental health services, counseling, and advocacy services.
- The right to Supportive Measures with or without the filing of a formal Complaint and that the University will consider the Complainant's wishes with respect to available supportive

measures including without limitation changes to academic, living, dining, working, and transportation situations;

- The right to request a Formal or Informal Resolution Process if cause is found to proceed under this Policy and a summary of the appropriate complaint resolution procedures;
- Contact information for all of the people and organizations listed herein;
- The right to request an end to the process except as set forth in this Policy.

If a formal complaint is filed, the parties will receive written notice from the Title IX Coordinator of the allegations of Prohibited Conduct, including sufficient details known at the time with sufficient time to prepare before any initial meeting or interview. Additionally, the Complainant and Respondent will be provided an explanation of their rights and options which includes the following:

- The right for Complainants and Respondents to be treated equitably by the University which includes providing remedies to a Complainant where a determination of responsibility for Prohibited Conduct has been made against the Respondent, and by following a grievance process that complies with this policy;
- The right to a fair, impartial, proceeding that begins promptly and is completed within reasonably prompt timeframes;
- The right to a resolution process that is consistent with the University's policies, transparent to the Complainant and Respondent, and in which the burden of proof and of gathering evidence rests with the University and not the Parties;
- The right to an Advisor of the Party's choosing during the grievance process. If a Party does not have an Advisor present at a Title-IX related hearing, the University will provide without fee or charge, an Advisor of the University's choice;
- The right to reasonable accommodations during any hearing, such as not being in the same room as the other Party;
- The right to an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence—and provide that credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness;
- The right to a determination regarding responsibility made at the conclusion of the resolution process and that the University makes no prior presumption of responsibility regarding the Respondent prior to a finding;
- The right not to be retaliated against for filing a Complaint and/or for participating in an Informal or Formal Resolution Process.

### **c. Dismissal of complaint**

If the Complainant files a formal complaint, the Title IX Coordinator, or designee, will review the complaint. Complaints that do not rise to the level of a violation of this policy or did not occur within the context of a University program or activity, or within the United States, will be dismissed or will refer the complaint as appropriate.

The Title IX Coordinator may dismiss formal complaints in which the Complainant withdraws their formal complaint, the Respondent is no longer enrolled at the University, or there are specific circumstances preventing the University from gathering evidence sufficient to reach a determination as to the formal complaint.

Upon dismissal of the complaint, the University will promptly send written notice of the dismissal and the reason(s) therefore simultaneously to the Parties.

Either party may appeal the University's dismissal of a Complaint or any allegations by submitting a written appeal within five (5) business days of the dismissal. Appeals may follow the grounds outlined in the Appeals section of this policy. If the appeal is denied, the dismissal of the complaint will remain in effect.

#### **d. Consolidation**

The University may consolidate formal complaints involving allegations of Prohibited Conduct in the following instances: allegations of Prohibited Conduct involving more than one Respondent; allegations of Prohibited Conduct involving more than one complaint against one or more Respondents; and/or allegations of Prohibited Conduct arise out of the same facts or circumstances

For complaints involving other policies, a case-by-case determination will be made regarding the grievance procedures which will be used in resolving the complaints

#### **e. Informal Resolution**

##### **i. Overview**

- If a formal complaint is filed, the parties will receive written notice from the Title IX Coordinator of the allegations of Prohibited Conduct, including sufficient details known at the time with sufficient time to prepare before any initial meeting or interview;
- At the time of the filing of a Complaint or at any time prior to a determination of responsibility, either Party may request to proceed under a voluntary Informal Resolution Process (IRP) that does not involve a full investigation and/or hearing. The Title IX Coordinator will determine, based on the totality of the circumstances, whether an IRP is appropriate given the facts and participants. For example, an IRP is never appropriate for resolving reports alleging sexual harassment of a student by an employee;
- Upon request and written agreement by the Parties and the Title IX Coordinator that the IRP is appropriate, the Title IX Coordinator will provide to the parties a written notice disclosing the allegations, and the requirements of the IRP, including when the Parties are precluded from resuming a Formal Resolution Process and any consequences resulting from participating in the IRP. Parties may withdraw from the IRP at any time prior to agreeing to a resolution and resume the Formal Resolution Process with respect to the Complaint;
- Typically, the IRP will be completed within ninety (90) days from the filing of the formal complaint with the Title IX Coordinator.

##### **ii. Informal Resolution Process- Elements and Expectations:**

- Informal resolution shall not be available to a Respondent if there are subsequent reports of any alleged Prohibited Conduct. If in the course of the process, additional reports are discovered, the request for IRP will be re-evaluated;
- The IRP is available for all Prohibited Conduct, including sexual assault;

- Participation in this process does not constitute a finding of responsibility for a policy violation, but will be included as part of the student's conduct file and an employee's personnel file
- The information documented during this process is subject to subpoena if a criminal or civil process is initiated;
- All agreements reached during the IRP, which outline the requirements of the Complainant and Respondent, must be approved by the Title IX Coordinator and signed by the Respondent and complainant. Failure to reach an agreement may result in the case being referred to a formal resolution process;
- Failure to fulfill the requirements of the signed agreement may result in subsequent policy violations or the case being referred to formal resolution;
- Successful completion of requirements contained in the signed agreement will preclude the parties from resuming any formal complaint arising from the same allegations;
- If either party withdraws from the IRP process and requests resolution through a formal process, the information obtained during this process will not be available without signed written consent of both parties;
- If the Respondent is found responsible for any University policy in the future, this agreement can be considered when issuing sanctions for Respondent.

### **iii. Informal Resolutions – Outcomes**

- Informal Resolution options are designed to address the harm that has been caused, and what is needed to repair the harm and restore trust. Overseen by the Title IX Coordinator, students may utilize one of the processes detailed below:
- Placing a Respondent on notice that, if such behavior has occurred or is occurring, such conduct should cease immediately;
- A written warning;
- Education and/or training for a Respondent and/or department;
- Permanent Supportive Measures for Complainant;
- Mediation, Restorative Justice, or other informal communication between the Complainant and Respondent;
- Messaging to the campus community;
- Events and/or trainings offered to the campus community or particular departments; and/or
- Referral and/or collaboration with another University department in order to address the allegations and eliminate any potential Prohibited Conduct.

## **f. Formal Resolution Process**

### **i. Notice of Allegations and assignment to an Investigator**

Upon filing of a complaint requesting a Formal Resolution, Complainant and Respondent will receive written notice of the following: the allegations of Prohibited Conduct, including sufficient details known at the time with sufficient time to prepare before any initial interview; a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process; information about their advisor of choice; a statement prohibiting knowingly making false statements or submitting false information. The Parties will

receive written simultaneous notification of additional allegations as appropriate.

The Title IX Coordinator will assign one or more Investigators to the case and/or will conduct the investigation personally. The Parties will be provided with the name(s) of the Investigator(s) and allowed five (5) business days to request the removal and replacement of an Investigator based on bias or conflict of interest.

Throughout the grievance process, the Title IX Coordinator will provide to a Party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of meetings, investigative interviews, and hearings, with sufficient time for the Party to prepare to participate.

**ii. Timeframe**

Typically, an investigation will be completed within ninety (90) days from the filing of a formal complaint with the Title IX Coordinator, or the date upon which the Title IX Coordinator decides to pursue an investigation independently, whichever is first. In some circumstances, it may be necessary to extend that timeframe due to the complexity of the case, availability of witnesses, the need for language assistance or accommodation due to a disability, the occurrence of a simultaneous criminal investigation and request from law enforcement that the University delay its investigation, or other factors which unavoidably delay the investigation, collectively "good cause." If good cause exists for the Title IX Coordinator to extend the investigation timeframe beyond 90 days, both parties will be promptly notified of the revised (expected) timeframe.

**iii. Investigation – General**

The University, through a trained investigator(s), will conduct a prompt, equitable, and impartial investigation into the facts of the case and will interview the Complainant, Respondent, witnesses and/or others who may have relevant information, and collect any other evidence deemed relevant to the case.

The parties will receive written notice of the date, time, location, participants, and purpose of all hearings, investigation interviews, or other meetings in which their participation is invited or expected with sufficient time to prepare. The parties will have an equal opportunity to be heard, to present witnesses, including fact and expert witnesses, to submit information and other inculpatory and exculpatory evidence, to submit questions they believe should be directed by the investigator to the other party or witness.

The parties will have the same opportunity to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an Advisor of their choice and/or a support person. The Support Person's role in the processes is limited to what has been specified in the provided accommodation. At these grievance/investigation meetings, neither the Advisor nor the support person(s) are allowed to actively participate.

Absent the signed written consent of the applicable party, records maintained by a physician, psychiatrist, psychologist, or other recognized professional will remain confidential. If a party chooses to share these records as part of the investigation, the Respondent and Complainant shall both have access to these records from the Title IX Coordinator. The University prohibits the use of medical expert documentation and testimony with an actual or apparent conflict of interest.

Questions regarding a Complainant's prior sexual behavior or history will not be included in the investigative record or in the grievance hearing unless it is offered to prove someone other than the Respondent committed the conduct alleged by the complainant, or if the evidence concerns specific incidents of the Complainant's sexual behavior with the Respondent and is offered to prove consent.

The University will not restrict either Party from discussing allegations under investigation or from presenting relevant evidence.

At any stage of this process, the parties and the Title IX Coordinator, or designee, may consider resolution of the case without further resolution or a hearing. Those who agree to resolution without a hearing, have no right to appeal.

**iv. Investigation – Participation**

With the exception of the Complainant and Respondent, the University encourages all member of the community to cooperate fully with the investigation and disciplinary procedures.

Should a Respondent who has been notified of an investigation decline to participate, the investigation may proceed, a hearing may be held, a finding may be reached, and a sanction may be imposed based on the information available. Similarly, complainants cannot be compelled to participate in an investigation, including when a formal complaint is filed by the Title IX Coordinator. Additionally, student witnesses cannot be compelled to participate in an investigation, and the investigator will proceed with otherwise available information if a party chooses not to participate. The University will not, however, draw any inference about the determination of responsibility based on a party or witness absence from this process.

**v. Investigation – Inspection of Evidence and Investigative Report**

The University will provide the parties timely and equal access to inspect and review all records or evidence obtained that is directly related to the allegations, including evidence in which the University is not intending to rely upon in reaching a determination of responsibility and inculpatory and exculpatory evidence whether obtained from a party or other source, so that each party can respond. The evidence subject to inspection and review will not contain any privileged or inadmissible information as defined in this policy.

Prior to the completion of an investigative report, the University will send to each party a preliminary investigative report containing the evidence subject to inspection and review, redacted of personally identifiable information as necessary, in an electronic format or a hard copy. The parties will have ten (10) business days to submit a written response which the investigator will consider prior to the completion of the investigative report. This information will also be available at the hearing.

Following the opportunity to review the preliminary investigative report, the Investigator will create a final investigative report that incorporates any written response or new information from the Parties or collected by the Investigator. The final investigative report will also fairly summarize the relevant evidence. The Investigator has the discretion to determine the relevance of any proffered evidence.

The Title IX Coordinator will send to each Party the final investigative report in an electronic format or a hard copy, for their review. This report will be shared no less than ten (10) business days prior to a hearing.

The Title IX Coordinator will secure written permission from the Parties to share the preliminary and final investigative reports with the Party's Advisor. Reports will not be shared by the University with a Support Person.

**vi. Assignment to Non-Title IX-Related or Title IX-Related Hearing Procedure**

At the conclusion of the investigation, if the University has not previously determined that the case meets the threshold for the Title IX grievance procedure, the Title IX Coordinator will make a final determination as to whether to proceed under the Title IX or Non-Title IX Grievance Procedures. If the case does not meet the threshold and jurisdiction for Title IX, the Title IX Coordinator will dismiss the case for purposes of Title IX and will refer the case as appropriate.

For employee cases which do not meet the threshold for Title IX-Related cases, please see XII(f).

**vii. Non-Title IX Related Hearing Procedures – Students**

For Non-Title IX cases in which the Respondent is a student, the determination regarding responsibility will be made at a live hearing utilizing the procedures outlined in this section. Hearings are typically held within ten (10) to fifteen (15) business days of the investigative report being sent to the Parties and their Advisor of choice.

At the conclusion of an Investigation, the parties will be provided the names of the Decision-maker(s) and will be allowed five (5) business days to request the removal and replacement of a Decision-maker(s) based on bias or conflict of interest. Any request must be accompanied by supporting information regarding the decision to assign a new Decision-maker.

These hearings may be held virtually or in person. If a hearing is held in person, requests to place the parties in separate rooms will be honored. For hearings that are held in separate rooms or virtually, the Parties will be required to be seen and heard by the Decision-maker(s) and the other party when speaking and answering questions.

The Parties may have a support person and/or an Advisor of their choice to accompany them to the hearing. The Support Person's role in the processes is limited to what has been specified in the provided accommodation. The Advisor may not actively participate but may confer with the Party as is reasonably necessary. If the Support Person and/or the Advisor violates the rules or engages in behavior or advocacy that harasses, abuses, or intimidates either Party, a witness, or the Decision-maker(s), that Support Person and/or Advisor may be prohibited from further participation.

At least five (5) business days prior to the hearing, the Parties must submit names of witnesses they would like to appear at the hearing and any relevant questions to be asked of the witnesses and the other party. The Parties may ask additional relevant questions at the hearing, but pre-submitted questions will be vetted in advance for relevancy and admissibility. Questions at the hearing are limited to those assessing credibility and relevant questions that have not previously been asked and answered in

the final investigative report.

At the hearing, the Decision-maker(s) is responsible for maintaining an orderly, fair, impartial, and respectful hearing. The Decision-maker(s) has broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding any offending person.

The parties are encouraged to provide all relevant information regarding the incident during the investigation. In the absence of good cause as determined by the Decision-maker(s) information, witnesses, and other evidence discoverable through the exercise of due diligence that is not provided to the Investigator during the investigation may still be considered, but it may impact the weight in which the Decision-maker(s) assign this information.

All hearings are closed to the public. A recording will not be made by the University and all other recordings are prohibited.

A Complainant, Respondent, or witness may decline to participate in the hearing. The Decision-maker(s) will not draw an inference about the responsibility determination based solely on a party's or witness's absence from the Hearing or refusal to submit to questions.

#### **viii. Title IX-Related Hearing Procedures for Students and Employees**

For cases that have been determined by the Title IX Coordinator to meet the threshold for Title IX Sexual Harassment as well as the Title IX jurisdictional requirements, the determination regarding responsibility will be made at a live hearing utilizing the procedures outlined in this section. Hearings are typically held within ten (10) to fifteen (15) business days of the investigative report being sent to the parties and their advisors.

At the conclusion of an Investigation, the parties will be provided the names of the Decision-maker(s) and will be allowed five (5) business days to request the removal and replacement of a Decision-maker(s) based on bias or conflict of interest. Any request must be accompanied by supporting information regarding the decision to assign a new Decision-maker(s).

Hearings may be held virtually or in person. If a hearing is held in person, requests to place the Parties in separate rooms will be honored. For hearings that are held in separate rooms or virtually, the parties will be required to be seen and heard by the Decision-maker(s) and the other party when speaking and answering questions.

The Parties may have a Support Person and an Advisor of their choice at hearing. The Support Person's role in the processes is limited to what has been specified in the provided accommodation. The Advisor is responsible for conducting the cross-examination which includes asking the other Party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. If a Party does not have an Advisor, the University will appoint one on behalf of the Party free of charge. In this capacity, the Advisor will be appointed for the sole purpose of conducting cross examination of the other Party and witnesses. If the Advisor or Support Person violates the rules or engages in behavior or advocacy that harasses, abuses, or intimidates either Party, a witness, or the Decision-maker(s), that Advisor or Support Person may be

prohibited from further participation.

At the hearing, the Decision-maker(s) is responsible for maintaining an orderly, fair, impartial and respectful hearing. The Decision-maker(s) has broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding any offending person. Only relevant cross-examination and other questions may be asked of a Party or witness. Questions regarding a complainant's prior sexual behavior or history will not be allowed unless it is offered to prove someone other than the Respondent committed the conduct alleged by the complainant, or if the evidence concerns specific incidents of the complainant's sexual behavior with the Respondent and it is offered to prove consent. Questions regarding any information protected by legally recognized privilege, including treatment records will not be allowed without signed written consent of the party.

Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Decision-maker(s) must explain to the Party proposing the questions any decision to exclude a question as not relevant.

The parties are encouraged to provide all relevant information regarding the incident during the investigation. In the absence of good cause as determined by the Decision-maker(s) information, witnesses, and other evidence discoverable through the exercise of due diligence that is not provided to the Investigator during the investigation may still be considered, but it may impact the weight in which the Decision-maker(s) assign this information.

All hearings are closed to the public. A recording will be made by the University, but all other recordings are prohibited.

If a Complainant, Respondent, or witness declines to participate in the hearing or submit to cross-examination by an advisor, the Decision-maker(s) cannot rely on any prior statement of that party or witness in reaching a determination of responsibility. If a party or witness does not answer the questions of a Decision-maker(s), the Decision-maker(s) may rely on prior statements made by that party or witness. However, the Decision-maker(s) will not draw an inference about the responsibility determination based solely on a party's or witness's absence from the Hearing or refusal to submit to questions.

## **ix. Findings**

### **A. Standard of Evidence**

The Decision-maker(s) shall use a preponderance of the evidence standard to determine whether the alleged violation of the policy occurred. The preponderance of the evidence means a standard of proof in which the totality of the evidence offered in support of a fact is greater or more convincing than the evidence which is offered in opposition to it; given the totality of information the version of events that is more likely than not. Preponderance of the evidence is understood to require more than 50 percent certainty to determine responsibility for a policy violation (51% or greater).

If an Employee Respondent challenges a sanction imposed under this Policy through

the grievance and arbitration procedure in a collective bargaining agreement, the University will request the arbitrator appointed to hear an arbitration brought under that procedure use a preponderance of the evidence standard in the arbitration.

## **B. Written Determination of Responsibility**

The Complainant and Respondent will simultaneously receive a written determination regarding responsibility applying the preponderance of the evidence standard typically within five (5) business days of the determination of responsibility. The written determination letter, drafted by the Decision-maker(s) will include:

- The allegations constituting Prohibited Conduct;
- A description of the procedural steps taken during the grievance process;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the Policy to the facts;
- A statement, and rationale for the result of each allegation including findings, sanctions, and remedies; and
- Options for appeal.

The determination of responsibility becomes final either on notification of the results of the appeal, or the date on which an appeal would no longer be considered timely.

An Employee Respondent covered by a collective bargaining agreement may challenge a sanction imposed under this Policy through the grievance and arbitration procedure contained in that collective bargaining agreement.

## **XIV. Sanctions and Remedies**

### **a. Determination of Sanctions**

When a Respondent has been found “responsible” for violating the Policy, the Decision-maker(s) shall consider the final investigation report and all exhibits as well as the statements and testimony provided at the live hearing in determining the appropriate sanction. The Decision-maker(s) reserves the right to increase or decrease the recommended sanction guidelines listed above in the case of significant mitigating or aggravating factors. The Decision-maker(s) may consider the Respondents student conduct history in determining the appropriate sanction.

### **b. Student Sanctions**

The following sanctions may be imposed, individually or in various combinations, on any student found to have violated the Policy. Please note this is not an exhaustive list of sanctions:

- i. **Warning:** A written notice that the Respondent has violated the Policy and a warning that another violation will likely result in a more severe sanction, which could include University Probation, Temporary or Permanent Residence Hall Suspension, University Suspension, or University Expulsion.
- ii. **University Probation:** A set period of time during which the Respondent is given the opportunity to modify behavior to complete specific assignments, meet with designated persons, and demonstrate a positive contribution to the University community in an effort to regain privileges within the University community. Please be aware that a finding for any violation(s) of any University policy during the

probationary period will be viewed as a violation of probation, and will result in further disciplinary action being imposed, including, but not limited to, University Suspension or University Expulsion. Additionally, as students and organizations which are on University Probation are not considered to be in good disciplinary standing, this may impact their ability to participate in intercollegiate athletics, represent the University, student leadership positions, study abroad opportunities, extracurricular and/or residence life activities.

- iii. University Suspension: A separation from the University for a designated period. Students who are suspended from the University are restricted from all University premises and activities, including, but not limited to, course registration, class attendance, participation in co-curricular activities and University housing. Students returning from University Suspension must contact the Title IX Coordinator at least two weeks prior to the semester of their return and follow any additional sanctions assigned to them. A person's presence on Wentworth property during University Suspension will be viewed as trespassing and may be subject to arrest.
- iv. University Expulsion: A permanent separation from the University. Students are prevented and prohibited from completing any academic progress towards a Wentworth degree including registering for coursework, attending classes, or being present in or on Wentworth property. Students are administratively withdrawn from their courses and therefore will not receive grades for their academic work for the semester the sanction is implemented. Students must also return their laptop to DTS immediately to avoid being charged the full value of the unit. A person's presence on Wentworth property upon being expelled will be viewed as trespassing and may be subject to arrest.
- v. Additional Sanctions: The following may be given in conjunction with any of the above:
  - A. Loss of Privileges: Denial of specified privileges for a designated period of time.
  - B. Restitution: Compensation for loss of or damage to University property or services rendered. This may take the form of appropriate service and/or monetary or material replacement.
  - C. Educational Initiatives: Projects; participation in health or safety programs, including restorative justice workshops (the student may be required to pay a fee); service to the University or to the larger community; seminars; and other assignments as warranted.

**c. Employee Respondent**

If there is a finding of responsibility based on the preponderance of the evidence, the determination of sanctions and remedies will be made by the Decision-maker(s) in consultation with the Vice President of Human Resources or Provost.

**d. Employee Sanctions**

Disciplinary action may consist of a warning, reassignment, suspension, mandatory counseling, termination of employment and/or banning from campus or events. The disciplinary action taken will depend upon the seriousness of the violation and the totality

of the circumstances. There is no particular sequence or level of disciplinary action. The concept of progressive discipline does not apply. The final disciplinary action taken as the result of an investigation is not shared with the person bringing forward the concern or complaint, except to the extent it involves prohibiting further contact.

An Employee Respondent covered by a collective bargaining agreement may challenge a sanction imposed under this Policy through the grievance and arbitration procedure contained in that collective bargaining agreement.

**e. Remedies**

Remedies are designed to restore or preserve equal access to the recipient's education program or activity. Such remedies may include Supportive Measures, however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent. The Title IX Coordinator is responsible for effective implementation of remedies.

**XV. Appeals**

The Complainant and Respondent have equal rights to an impartial appeal. The parties have five (5) business days from the date in which the parties are provided written determination of the determination of responsibility. All appeals will be referred to a trained Decision-maker(s) who shall have no other role in this process.

Only decisions reached through a hearing can be appealed. The parties will be notified in writing when an appeal is submitted. The parties are provided a reasonable, equal opportunity to submit a written statement in support of or challenging the outcome of the hearing.

Except as required to explain the basis of new information, an appeal shall be limited to a review of the investigation report and review finding. The review shall be for one or more of the following purposes:

- i. Procedural irregularity that affected the outcome;
- ii. New evidence that was not reasonably available when the determination of responsibility was made that could affect the outcome;
- iii. The Title IX Coordinator, investigator, or Decision-maker(s) had a general or specific conflict of interest or bias against the Complainant or Respondent that affected the outcome

The parties will receive a simultaneous written decision regarding the appeal describing the results of the appeal and the rationale for each result within five (5) business days after the conclusion of the review.

If the appeal is granted, the matter shall be either referred to the original hearing body for re-opening of the hearing to allow reconsideration of the original determination or the appellate administrator will determine any change in sanction. If an appeal is denied, the matter shall be considered final and binding upon all involved; except that an Employee Respondent covered by a collective bargaining agreement may challenge a sanction imposed as a result of a denial of appeal under this Policy through the grievance and arbitration procedure contained in that collective bargaining agreement.

## **XVI. Education, Prevention, and Awareness Programs and Training of University Officials**

The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to reduce and eliminate Prohibited Conduct or other forms of prohibited conduct which:

- are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome;
- consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels;
- include primary prevention and awareness programs directed at incoming students and ongoing prevention and awareness campaigns directed at current students; and
- include programs focused risk reduction and bystander intervention.

### **Training of University Officials:**

Title IX Coordinators, investigators, Decision-maker(s) and any person who facilitates an informal resolution process will receive annual training on the following: the definition of sexual harassment, including an understanding of educational program or activity; how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes; how to serve impartially, including avoiding prejudice about the facts at issue, conflicts of interest, and bias; the technology to be used at a live hearing; issues of relevance, including questioning, and investigative reports.

## **XVII. Disability Accommodations and Interpretive Services**

Students with a disability who desire an accommodation regarding this Policy must request an accommodation by following the procedure for requesting an accommodation through The Center for Wellness. It is the individual's responsibility, and not that of a university official, to request an accommodation. The Center for Wellness will make a determination regarding the request and notify the appropriate parties. An Individual will not be considered to have a disability unless and until the student registers with the Center for Wellness. Please contact the Center for Wellness at 617-989-4390.

Employees with a disability who desire an accommodation regarding this Policy must request an accommodation with Human Resources.

Similarly, those in need of interpretive services are encouraged to contact the Center for Wellness at 617-989-4390 or Human Resources at 617-989-4190.

## **XVIII. Record Management**

The University will keep for 7 years, the following:

All information obtained as part of each Prohibited Conduct investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript; any disciplinary sanctions and/or remedies; any appeal, including the result of the appeal; and any informal resolution and the result therefrom.

All information regarding any action taken, including supportive measures, and a rationale as to why a formal complaint was not filed. If a Complainant was not provided supportive measures, a rationale must be provided as to why supportive measures were not provided.

All training materials used to train Title IX Coordinators, investigators, decision makers, appellate administrators, and those who facilitate the informal resolution process will be available at <https://wit.edu/title-ix>.

Under federal privacy laws, documents prepared or compiled in accordance with a complaint under this policy constitute education records that may not be disclosed outside of the proceedings set forth in the policy, except as may be required or authorized by law.

Employee personnel files will not be disclosed except as may be required or authorized by law.

**XIX. Revision and Interpretation**

The Policy is maintained by the Office of the General Counsel and was most recently approved by President Mark A. Thompson on July \_\_, 2020. The University reserves the right to review and update the Policy in accordance with changing legal requirements and specific needs of the University.

Any questions of interpretation regarding the Policy shall be referred to the Title IX Coordinator, or designee for determination. The Title IX Coordinator or designee's determination is final.

All reports received by the University after August 14, 2020 will be administered in accordance with the procedures described under this Policy.

**XX.1<sup>st</sup> Amendment Considerations**

Nothing in this Policy shall be construed to penalize a member of the community for expressing an opinion, theory, or idea in the process of responsible teaching and learning.

## Appendix A: Related Massachusetts Legal Definitions

Sexual/gender-based misconduct and interpersonal violence cases are governed in accordance with this Policy and not by Massachusetts state law. However, students who believe they have been the victim of a crime may choose to pursue a criminal investigation through local law enforcement in addition to the administration of the case by the University. In those instances, Massachusetts law applies. Below are the definitions of Massachusetts crimes related to sexual/ gender-based misconduct and interpersonal violence.

**Domestic Violence:** Massachusetts General Law chapter 209A, section 1 defines domestic abuse as “the occurrence of one or more of the following acts between family or household members: (a) attempting to cause or causing physical harm; (b) placing another in fear of imminent serious physical harm; (c) causing another to engage involuntarily in sexual relations by force, threat or duress.”

<http://www.malegislature.gov/Laws/GeneralLaws/PartII/TitleIII/Chapter209A>

**Dating Violence:** Massachusetts does not have a law pertaining to violence that occurs between people in a dating relationship. Instead, Massachusetts General Law chapter 265, section 13A would apply: “an assault or an assault and battery: (i) upon another and [the perpetrator] by such assault and battery causes serious bodily injury; (ii) upon another who is pregnant at the time of such assault and battery, [the perpetrator] knowing or having reason to know that the person is pregnant; or (iii) upon another who [the perpetrator] knows has an outstanding temporary or permanent vacate, restraining or no-contact order or judgment issued pursuant to [applicable law], in effect against him at the time of such assault or assault and battery.” <http://www.malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter265/Section13a>

**Sexual Assault:** Massachusetts defines rape as (1) the penetration of any orifice by any body part or object (2) by force and (3) without consent. Rape also includes instances where the victim is incapacitated (“wholly insensible so as to be incapable of consenting”) and the perpetrator is aware of the incapacitation.

<http://www.malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter265/Section22>;

<http://masscases.com/cases/sjc/450/450mass583.html>

**Consent:** The voluntary agreement, demonstrated by words or actions, by a person with sufficient mental capacity to make a conscious choice to do something proposed by another, free of duress. Commonwealth v. Lopez, 433 Mass. 722 (2001), Commonwealth v. Lefkowitz, 20 Mass. App. Ct. 513 (1985); see also:

<http://www.malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter265/Section22>

**Stalking:** Massachusetts General Law chapter 265, section 43 defines “Stalking” as “(1) willfully and maliciously engag[ing] in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and (2) mak[ing] a threat with the intent to place the person in imminent fear of death or bodily injury.”

<https://malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter265/Section43>

Questions or complaints about the University’s compliance with Title IX may also be addressed to U.S. Department of Education, Office for Civil Rights, 5 Post Office Square, Boston, MA 02109. Telephone: 617-289-0111.

## Student Code of Conduct Procedures

The following are the procedures followed to adjudicate all violations of *The Student Code* except that allegations of gender-based discrimination, sexual harassment, gender-based harassment, sexual violence, dating violence, domestic violence, or stalking committed by a student or Student Organization are adjudicated under the [Sexual Misconduct and Sex-Based Harassment Policy](#).

Hearing officers may involve or seek input from other University officials in any or all parts of the Student Code of Conduct Procedures as they deem appropriate, such as University officials from the Center for Student Engagement, Center for Diversity and Social Justice Programs, or the Department of Athletics with respect to Student Organization respondents.

### A. Allegations

1. Any person may file a report regarding any student or Student Organization alleging misconduct. To initiate *The Student Code* process, reports shall be prepared in writing and directed to the Assistant Dean of Students. A report should be submitted as soon as possible after the alleged misconduct takes place.
2. The Assistant Dean of Students shall determine if a complaint alleges or addresses a potential violation of *The Student Code* and will notify the respondent of such allegations. The decision to continue a complaint through the process is the decision of the Assistant Dean of Students.
3. Generally, the Assistant Dean of Students will assign a Hearing officer(s) to the case who will investigate, schedule a meeting with the respondent(s) and other individuals as deemed necessary and appropriate.
4. Information, in addition to that provided in the complaint/incident report, may be sought through a preliminary investigation. The investigation may include, but not limited to:
  - interviewing the complaint(s), responding party(ies), and witness(es),
  - gathering documentary or other information from the party(ies) and witness(es),
  - gathering relevant documents and/or other information which may be available to the University.
1. The Assistant Dean of Students, or designee, will determine what testimony, witnesses, or other information is relevant and may exclude information or witnesses that are deemed immaterial and/or irrelevant.
2. The Assistant Dean of Students, or designee, may consult with the Center for Student Engagement, Center for Diversity and Social Justice, the Department of Athletics and other relevant university officials regarding allegations regarding Student Organizations or that imply Student Organization involvement.

### B. Administrative Hearing

1. The Hearing Officer will provide the parties with an opportunity to review information related to the incident.
2. The Hearing Officer will meet with the parties and provide them with an opportunity to respond to the information and present any information or witnesses they wish. The rules of evidence, applicable to civil and criminal cases do not apply and no recordings of the proceeding can be made by the student or the Hearing Officer.
3. The Hearing Officer may ask the parties questions during the meeting(s), seek additional information, make requests of the parties, or interview any person the Hearing Officer deems necessary.

4. The Hearing Officer may refer a case to the Community Standards Board if information becomes available that more serious conduct is involved.
5. Based upon the preponderance of the evidence, the Hearing Officer will decide as to whether a violation of *The Student Code* has occurred. The Hearing Officer has the full prior disciplinary record of the responding party available to them to decide the level of sanction if found in violation of *The Student Code*.
6. The Hearing Officer will notify the parties of their findings and sanction(s), if any, in writing.
7. If a party do not meet with the Hearing Officer or comply with their requests, the Hearing Officer will make a finding and sanction decision based upon the information available. In this case, the party will lose any right of appeal.
8. In cases where information is received, before or during the Hearing that indicates an additional violations of *The Student Code* may have occurred, the Hearing Officer will determine if it will be addressed during the meeting or in a separate hearing.

### **C. Informal Resolution/Educational Conference**

1. The Dean of Students Office, or designee, reserves the right to schedule an informal resolution/educational conference to discuss the behavior of students and its impact on the mission of the University.
2. Conferences may result in an action plan agreed on by all parties to address the behavior. If the action plan is not honored, the university reserves the right to initiate a formal review under *The Student Code*. Examples of incidents that may be adjudicated by an Educational Conference include but are not limited to minor disruptions and/or educational or behavioral concerns.
3. Educational conferences are typically scheduled within ten (10) business days upon receipt of a report of a potential violation of *The Student Code*.

### **D. Community Standards Board Hearing (CSB)**

1. The CSB is a standing board that includes students, faculty, and staff. The CSB is advised by the Assistant Dean of Students. The composition of each CSB panel will be determined by the Assistant Dean of Students.
2. In some matters, the Assistant Director for Student Affairs and Conduct will investigate and present the information to the CSB panel.
3. The rules of evidence applicable to civil and criminal cases do not apply.
4. The CSB hearing shall be conducted in private, only including involved student/parties, relevant witnesses, and support person.
5. The complainant and respondent shall have the right to:
  - The names and titles of the panel members, including the alternate(s), assigned to hear the matter will be given to the parties at least five (5) business days before the hearing. If a party has reason to believe that a CSB panel member is not able to be objective, the party must provide reasons to support the claim in writing to the Assistant Dean of Students not later than two (2) business days before the hearing. The fact that the party is in class with or being taught by a panel member is not sufficient alone to replace the assigned panel member. The Assistant Dean of Students will decide whether to replace the CSB panel member.
  - The information concerning the matter available to them at least 2 (two) days prior to the hearing.
  - Speak to and present witnesses who can speak from personal knowledge about the incident. Character witnesses are not permitted.
  - Request questions be asked of participants of the hearing during a hearing.

- Refuse to answer a question, but the CSB members will decide the matter based upon the information it receives.
  - The responding student will receive a notice of the findings and sanction(s), if any.
  - The complaining student, if a victim of an incident of violence, will receive notification of the outcome of the hearing.
1. If a party chooses not to attend their CSB hearing or is asked to leave a hearing due to disruption, a decision will be made using available information and the right to appeal is lost.
  2. In incidents involving more than one party, the hearing may be conducted as a joint hearing.
  3. In cases involving student organizations, clubs and teams, the organization, club, or team must designate an officer or captain to act as the spokesperson during the hearing.
  4. If a party is found in violation, the CSB members will have the full disciplinary record made available to them to decide if a sanction should be more severe based upon history. This information is not used to determine responsibility.

### **Hearing Order of Events for a Community Standards Board Hearing**

The following are guidelines for the order of events for a Community Standards Board hearing. As each matter is unique, they may be modified at any time as circumstances require.

- Introduction of the parties.
- Reading of the alleged violations.
- Signing of the Honesty Statement by all parties and witnesses.
- Oral statement by complaining party.
- Oral statement by responding party.
- Questions by the Community Standards Board panel to the parties and all witnesses.
- Questions submitted by the parties to the Community Standards Board panel.
- Final Statement by complaining party.
- Final Statement by the responding party.
- Final questions or requests from Community Standards Board panel members.

### **E. Determination of Facts Relative to an Alleged Violation**

The standard used in determining whether the respondent violated *The Student Code* is a preponderance of the evidence (whether it is more likely than not that a violation occurred).

### **F. Sanctions**

1. If the respondent is found responsible for violating *The Student Code*, appropriate sanctions will be imposed. Sanctions are determined by considering the nature of the misconduct, precedent regarding such misconduct, the respondent's complete student conduct record, respondent's demeanor in relation to the matter, the community impact statements and/or mitigating or aggravating factors.
2. Sanctions for violations of the Title IX Policy can be found within that [policy](#).
3. The University has a special concern for incidents in which persons are mistreated because of race, gender, disability, age, marital status, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran status, genetic information, or other personal characteristic. Such incidents damage not only individuals, but also the free and open academic environment of the university. More severe sanctions are appropriate for such misconduct.
4. Some University policies specify sanctions for violations.

5. A campus department, separate from the Dean of Students Office, may place a restriction on a student or Student Organization found responsible for violating *The Student Code*. Examples include, but are not limited to: Athletics, Center for Student Engagement, Housing and Residential Life, and Center for Diversity and Social Justice Programs.
6. Sanctions such as University Expulsion, University Suspension, Permanent Residence Hall Suspension or Temporary Residence Hall Suspension may result in the forfeiture of certain monies.
7. Non-compliance with assigned sanctions will result in a hold being placed on a student's account. This may impact the student's ability to register for classes. The student may also face additional charges through *The Student Code*.
8. The following sanctions may be imposed, individually or in various combinations, on any student found to have violated *The Student Code*. Please note that this is not an exhaustive list of sanctions:
  - **University Expulsion:** University Expulsion is a permanent separation from Wentworth Institute of Technology. Students are prevented and prohibited from completing any academic progress towards a Wentworth degree including registering for coursework, attending classes or being present in or on Wentworth property. Student are administratively withdrawn from their courses and therefore will not receive grades for their academic work for the semester this sanction is implemented. Students must also turn in their Wentworth issued laptop to DTS immediately to avoid being charged the full value of the unit. A person's presence on Wentworth property upon being expelled will be viewed as trespassing and may be subject to arrest.
  - **University Suspension:** University Suspension is a separation from the university for a designated period. Students who are suspended from the University are restricted from all University premises and activities, including but not limited to, course registration, class attendance, participation in co-curricular activities and University housing. Students returning from University Suspension must contact the Assistant Dean of Students at least two weeks prior to the semester of their return and follow any additional sanctions assigned to them. A person's presence on Wentworth property upon during University Suspension will be viewed as trespassing and may be subject to arrest.
  - **University Probation:** University Probation is a set period of time during which the respondent is given the opportunity to modify behavior, to complete specific assignments, meet with designated persons, and demonstrate a positive contribution to the University community in an effort regain privileges within the university community. Please be aware that a responsible finding for any violation(s) of any University policy during the probationary period will be viewed as a violation of probation, and will result in further disciplinary action being imposed, including, but not limited to, University Suspension or University Expulsion. Additionally, as students and organizations which are on University Probation are not considered to be in good disciplinary standing with the university, this may impact their ability to participate in intercollegiate athletics, represent the University, student leadership positions, study abroad opportunities, extracurricular and/or residence life activities.
  - **Warning:** A written notice that the respondent has violated University policy or *The Student Code* and a warning that another violation will likely result in more severe sanctions which could include University Probation, Temporary or Permanent Residence Hall Suspension, University Suspension, or University Expulsion.
  - **Permanent Residence Hall Suspension:** Permanent separation of the student from the residence halls.
  - **Temporary Residence Hall Suspension:** Temporary separation of the student from the residence halls for a specific period, after which the student may reapply for housing. Reapplication for housing does not guarantee immediate placement. Conditions for returning to the residence halls may be specified.
  - **Housing Probation:** A period during which the respondent will be subject to removal from the residence halls if there is an additional documentation.

- **Housing Relocation:** Required assignment to another residence area.
- **Loss of Privileges:** Denial of specified privileges for a designated period. This could include loss of responsible user status in the residence halls.
- **Restriction:** Denial of access to any campus facility, activity, class, or program. This includes No Contact Orders.
- **Fines:** Financial sanction.
- **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.
- **Assessment:** A student may be referred to an appropriate office or local agency for consultation or assessment. These may include Alcohol and Other Drug (AOD) Assessments.
- **Educational Program/Project:** Projects; participation in health or safety programs, including restorative justice workshops (the student may be required to pay a fee); service to the University or to the larger community; seminars; and other assignments as warranted.

### *Alcohol Violation Sanctions*

The sanctions listed below are only guides and may be more severe, including but not limited to University Suspension or Expulsion, depending on the specifics of the incident, history of alcohol violation(s), as well as other violations which may have occurred simultaneously.

**First level alcohol violations** include but are not limited to: possession of a small quantity of beer or wine when underage, possession of beer or wine in a designated dry area, possessing an amount of alcohol exceeding allowed amount in registered Responsible User area, underage possession of empties, possession of alcohol paraphernalia, underage drinking, intoxication for students over 21.

- Disciplinary Warning
- \$100 fine
- Alcohol Education Class
- Parental/Guardian Notification

**Second level alcohol violations** include but are not limited to: second violation of first level alcohol violation, possession of hard alcohol, possession of a quantity over the amount allowed in registered Responsible User suites (beer up to 72 fluid ounces or pre-bottle/measured beverage or 1.5 liter wine), public consumption, common source (kegs, beer balls, punch).

- Housing Probation
- \$200 fine
- Individual Alcohol Education
- Community Review Essay
- Parental/Guardian Notification

**Third level alcohol violations** include but are not limited to: multiple first level or second level violations, providing alcohol to minors, and/or providing a location for underage consumption.

- University Probation
- \$300 fine
- Parental/Guardian Notification
- 12 Hours of Community Service/Restitution

### *Illegal Substances, Prescription Drug Violation Sanctions*

The following are possible sanctions imposed for violations. Sanctions are dependent upon the severity and circumstances of each incident as well as the type of substance.

**First level violations** may include but are not limited to: possession of a personal use sized quantity of marijuana, odor, possession of drug paraphernalia, marijuana seeds/stems.

- Disciplinary Warning or Housing Probation
- \$250 fine
- Drug Education Class
- Parental/Guardian Notification

**Second level violations** may include but are not limited to: second violation of first level violation, use of illegal substances and drugs.

- University Probation
- Housing Suspension (if applicable)
- \$300 fine
- Individual Drug Education
- Parental/Guardian Notification
- 12 hours community service/restitution

**Third level violations** may include but are not limited to: multiple first level or second level violations, possession of illegal or counterfeit substances and drugs, distribution, or intent to distribute.

- Suspension and/or Expulsion from the University
- Parental/Guardian Notification

## G. Appeal

1. A student who has participated in the discipline process and has been found in violation of *The Student Code* may file a written appeal within three business days of written receipt. If the written appeal is not filed on time it will be dismissed. A party is allowed only one appeal.
2. All appeals shall be submitted through the [appeal form](#). The appeal form must state the reasons for the appeal and provide information as to the basis of the appeal. Basis for appeal include:
  - new and material information not available at the time of the hearing which might have affected the outcome of the hearing.
  - the hearing did not substantially follow the Guidelines or a change from the Guidelines substantially affected the outcome of the hearing.
  1. The Appeal Officer may speak to the underlying decision maker/body, the appealing party, and the responding party, review all information taken during the underlying hearing and seek additional information. The Appeal Officer may change the findings on violations or change the sanction(s) imposed (reduce or increase).
  2. The decision made in the appeal process is final.
  3. All parties to an appeal will promptly receive simultaneous written notice of the outcome of the appeal.

## **H. Support Services**

1. The complaining and responding parties can have a support person present at a hearing.
2. A list of faculty/staff support persons who have offered to serve in this role is available from the Dean of Students Office. A party may also ask another member of the Wentworth faculty, staff, or student to serve as a support person. No faculty or staff is required to accept a request from a party to serve as a support person.
3. The support person may assist the party before the hearing in preparing a statement, reviewing the process, and seeking answers to any questions that the party may have. Support persons are present for support only and are not permitted to ask or answer questions, present evidence, or make any statements during the hearing.
4. The University does not warrant the competency or ability of any volunteer support person.
5. The Hearing Officer must be notified in writing prior to the hearing date who will be serving as the support person. For cases being heard by the Community Standards Board, the Assistant Dean of Students must be notified in writing two (2) days prior to the hearing date the individual who will be serving as a support person.

## **I. Disability Accommodations and Interpretive Services**

Students with a disability who desire an accommodation regarding *The Student Code* must request an accommodation by following the procedure for requesting an accommodation through The Center for Wellness. It is the individual's responsibility, and not that of a university official, to request an accommodation. The Center for Wellness will make a determination regarding the request and notify the appropriate parties. An Individual will not be considered to have a disability unless and until the student registers with the Center for Wellness. Please contact the Center for Wellness at 617.989.4390.

Similarly, those in need of interpretive services are encouraged to contact the Center for Wellness at 617.989.4390.

## CLERY ACT- GEOGRAPHIC CATEGORIES & DEFINITIONS

The Clery Act requires institutions to disclose statistics for reported crimes based on the following four criteria:

1. Where the crimes occurred
2. To whom the crimes were reported
3. Types of crimes reported
4. Year in which the crimes were reported

The first of the four reporting criteria “where the crimes occurred” is known as Clery Act Geography and commonly referred to as such. The definitions for Clery Act Geography are Clery Act-specific and are the same for every institution regardless of its physical size or configuration. There are three general Clery Act Geography categories:

1. On-Campus
2. Public Property within or immediately adjacent to the campus
3. In or on non-campus buildings or property that the institution owns or controls

### CLERY ACT GEOGRAPHY DEFINITIONS

**On-campus** — any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including:

- a. residence halls
- b. property within the same reasonably contiguous geographic area of the institution that is owned by the institution but is controlled by another person
- c. is frequently used by students
- d. supports institutional purposes (such as food or other retail vendor).

**On-Campus Subset: Student Housing Facilities (on - campus)** - Under the Clery Act, an institution that has on-campus student housing facilities must separately disclose two sets of on-campus statistics:

- The total number of crimes that occurred on campus, including crimes that occurred in student housing facilities; and
- The number of crimes that occurred in on-campus student housing facilities as a subset of the total.

**Public Property** — is defined as all public property (including thoroughfares, streets, sidewalks and parking facilities) that is within the campus, or immediately adjacent to and accessible from the campus.

**Non-campus Buildings or Property** — is defined as any building or property owned or controlled by a student organization officially recognized by the institution and any building or property (other than a branch campus) owned or controlled by an institution of higher education that:

- a. Is used in direct support of, or in relation to, the institution’s educational purposes,
- b. Is frequently used by students, and
- c. Is not within the same reasonably contiguous geographic area of the institution.

## CLERY ACT- DESIGNATED CRIME CATEGORIES & DEFINITIONS

Wentworth Institute of Technology is required to report crime statistics as defined by the Clery Act for the following crimes if the crimes are reported and occur in geographic locations (Clery Act Geography) as defined above. There are four (4) general categories of crimes, they are commonly referred to as Clery Act Crimes:

1. Criminal Offenses
2. Hate Crimes
3. VAWA Offenses
4. Arrests and Referrals for Disciplinary Action

Under the Clery Act, definitions for the above listed four categories of crimes are based on the definitions provided by the following federal systems:

- Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program
- Summary Reporting System (SRS) User Manual from the FBI's UCR Program
- FBI's National Incident-Based Reporting System (NIBRS) Data Collection Guidelines edition of the UCR
- FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual
- Violence Against Women Act of 1994 (VAWA)

For additional information, please refer to the UCR, citation's 34 CFR 668.46(c)(7) and 34 CFR 668.46(c)(6)(A)(i).

### CRIMINAL OFFENSE DEFINITIONS (#1)

**Murder/Non-Negligent Manslaughter:** The killing of one human being by another.

**Manslaughter by Negligence:** The killing of another person through gross negligence.

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator.

**Fondling:** The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

**Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of

consent.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft** – The theft or attempted theft of a vehicle.

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.

### **HATE CRIME DEFINITIONS (#2)**

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Bias – a preformed negative opinion or attitude toward a group of persons based on their: race, religion, gender, gender identity, disability, sexual orientation, or ethnicity/national origin.

Bias Crime – a criminal offense committed against a person or property that is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin; also known as Hate Crime.

Although there are many possible categories of bias, under the Clery Act, only eight categories are reported. To ensure uniformity in reporting nationwide, the following definitions have been adopted for use in hate crime reporting:

1. Race – A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks, or African Americans, whites.
2. Religion – A preformed negative opinion or attitude toward a group of personas who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
3. Sexual Orientation – A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
4. Gender – A preformed negative opinion or attitude toward a person or group of persons based on their actual perceived gender, e.g., male or female.
5. Gender Identity – A preformed negative opinion or attitude toward a person or group of persons based on their actual perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender nonconforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be lesbian, gay, bisexual, or transgender person but may be perceived as such.

6. Ethnicity – A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.
7. National origin – A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
8. Disability – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, age.

Hate Crimes must show evidence of bias and include any of the above listed criminal offenses. Additionally, on August 14, 2008, the Clery Act was amended to include the following as reportable categories for Hate Crimes only:

- Larceny
- Simple assault
- Intimidation
- Destruction/damage/vandalism (except arson)

Note: Even if the offender was mistaken in their perception that the victim was a member of the group the offender was acting against, the offense is still a bias crime because the offender was motivated by bias against the group.

For additional information regarding Hate Crimes, please refer to the UCR, citation 34 CFR 668.46(c)(4).

### **VAWA OFFENSES DEFINITIONS (#3)**

The third category of crime statistics is the Violence Against Women Act (VAWA), which includes the following three categories:

1. Domestic Violence
2. Dating Violence
3. Stalking Sexual Assault included by the FBI as a Criminal Offense and falls under VAWA offenses but is included in the criminal offenses' category listed above for Clery Act reporting purposes. For additional information regarding VAWA Offenses, please refer to the UCR, citation 34 CFR 668.46(c)(1)(iv).

Domestic Violence: a felony or misdemeanor crime of violence committed:

- by a current or former spouse or intimate partner of the victim;
- by a person with whom the victim shares a child in common;
- by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence

occurred

Dating Violence: violence committed by a person:

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- The existence of such a relationship shall be determined based on the reporting party's statement with consideration of:
  - the length of the relationship
  - the type of relationship
  - the frequency of interaction between the persons involved in the relationship

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for the person's safety or the safety of others; or
- suffer substantial emotional distress

For the purposes of this definition:

- Course of conduct - means two or more acts, including, but not limited to:
- Acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person;
- or interferes with a person's property
- Reasonable person - means a reasonable person under similar circumstances and with similar identities to the victim
- Substantial emotional distress - means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

For the purposes of complying with the requirements of this section and section §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

#### **ARREST AND DISCIPLINARY REFERRALS FOR VIOLATION OF WEAPONS, DRUG ABUSE AND LIQUOR LAWS DEFINITIONS (#4)**

The fourth category of crime statistics is the number of arrests and number of persons referred for disciplinary action for the following three law violations:

1. Weapons: Carrying, Possessing, Etc.
2. Drug Abuse Violations
3. Liquor Law Violations

The above listed violations may result in an arrest, disciplinary referral, or both. For additional information, please refer to the UCR, citation 34 CFR 668.46(c)(1)(ii).

Weapon Law Violations - The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons: and all attempts to commit any of the aforementioned.

Drug Abuse Violations - Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations - The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.

Unfounded Crime Reports – According to Uniform Crime Report (UCR) guidelines, a reported offense can be cleared as unfounded by a sworn law enforcement authority “if the investigation shows that no offense occurred nor was attempted.” These cases thus remain as official crime reports and are included in the departmental statistics; however, they are explicitly labeled as “unfounded” cases within UCR reports on the various index crimes. According to UCR guidelines, the statistics on unfounded cases should include crime reports that are either: False or Baseless.

## **CAMPUS SECURITY AUTHORITY (CSA)**

The law defines a CSA as any official of a post-secondary institution who has significant responsibility for students and campus activities. Some examples of CSA's are:

- Anyone who monitors entry or access to a campus facility such as an employee who checks in visitors to the dorms
- Director of Athletics and coaches including Assistant Directors and Assistant Coaches
- Faculty Adviser to a student group
- Anyone who oversees student extracurricular activities
- Coordinator for Greek Affairs
- Resident Assistants and Resident Directors
- Student Center and Student Life Staff

### **WHAT IS THE ROLE OF A CSA?**

The role of a CSA is to collect information on certain criminal offenses, if such offenses are reported to them and report that information to the proper authorities (Public Safety). Reporting of such crimes must be timely to allow for issuance of a Timely Warning if deemed necessary.

It is important that CSA's also refer victims to seek other assistance if they so choose, including offering to help them contact Public Safety, the Counseling Center, Student Health Services or other outside agencies.

## Criminal Offenses Reporting Table

		GEOGRAPHIC LOCATION			
OFFENSE	YEAR	ALL ON CAMPUS PROPERTY	ON CAMPUS RESIDENTIAL ONLY	NON- CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	<b>2019</b>	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	<b>2019</b>	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
RAPE	<b>2019</b>	3	3	0	0
	2018	1	1	0	0
	2017	2	2	0	0
FONDLING	<b>2019</b>	1	0	0	0
	2018	1	1	0	1
	2017	0	0	0	0
INCEST	<b>2019</b>	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
STATUTORY RAPE	<b>2019</b>	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
ROBBERY	<b>2019</b>	1	0	0	2
	2018	0	0	0	1
	2017	0	0	0	2
AGGRAVATED ASSAULT	<b>2019</b>	1	1	0	1
	2018	1	0	0	0
	2017	0	0	0	0
BURGLARY	<b>2019</b>	6	0	0	0
	2018	2	1	0	0
	2017	1	1	0	0
MOTOR VEHICLE THEFT	<b>2019</b>	5	0	0	2
	2018	0	0	0	0
	2017	3	0	0	0
ARSON	<b>2019</b>	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
UNFOUNDED	<b>2019</b>	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

**Note:** Reported crimes may involve individuals not associated with Wentworth Institute of Technology.

## Arrests & Disciplinary Referrals Offenses Reporting Table

		GEOGRAPHIC LOCATION			
OFFENSE	YEAR	ALL ON CAMPUS PROPERTY	ON CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
<b>ARRESTS:</b> WEAPONS: CARRYING, POSSESSING, ETC. LAW VIOLATIONS	<b>2019</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
<b>DISCIPLINARY REFERRALS:</b> WEAPONS: CARRYING, POSSESSING, ETC. LAW VIOLATIONS	<b>2019</b>	0	0	0	0
	<b>2018</b>	2	2	0	0
	<b>2017</b>	0	0	0	0
<b>ARRESTS:</b> DRUG ABUSE VIOLATIONS	<b>2019</b>	0	0	0	0
	<b>2018</b>	1	0	0	0
	<b>2017</b>	0	0	0	0
<b>DISCIPLINARY REFERRALS:</b> DRUG ABUSE VIOLATIONS	<b>2019</b>	70	70	0	0
	<b>2018</b>	57	56	0	5
	<b>2017</b>	52	51	0	0
<b>ARRESTS:</b> LIQUOR LAW VIOLATIONS	<b>2019</b>	0	0	0	0
	<b>2018</b>	0	0	0	0
	<b>2017</b>	0	0	0	0
<b>DISCIPLINARY REFERRALS:</b> LIQUOR LAW VIOLATIONS	<b>2019</b>	189	189	2	0
	<b>2018</b>	130	129	0	0
	<b>2017</b>	205	205	0	0

**Note:** Reported crimes may involve individuals not associated with Wentworth Institute of Technology.

## VAWA Offenses Reporting Table

		GEOGRAPHIC LOCATION			
OFFENSE	YEAR	ALL ON CAMPUS PROPERTY	ON CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	<b>2019</b>	3	3	0	0
	2018	1	1	0	0
	2017	1	0	0	0
DATING VIOLENCE	<b>2019</b>	0	0	0	0
	2018	1	1	0	0
	2017	0	0	0	0
STALKING	<b>2019</b>	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

**Note:** Reported crimes may involve individuals not associated with Wentworth Institute of Technology.

## 2017 - 2019 Wentworth Hate Crime Statistics

2019	RACE				GENDER IDENTITY				GENDER				RELIGION				SEXUAL ORIENTATION				ETHNICITY				DISABILITY				NATIONAL ORIGIN											
	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P				
MURDER-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSES, NON FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LARCENY-THEFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER CRIMES INVOLVING BODILY INJURY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

2018	RACE				GENDER IDENTITY				GENDER				RELIGION				SEXUAL ORIENTATION				ETHNICITY				DISABILITY				NATIONAL ORIGIN															
	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P								
MURDER-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
ARSON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
BURGLARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
SEX OFFENSES, FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
SEX OFFENSES, NON FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
LARCENY-THEFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
OTHER CRIMES INVOLVING BODILY INJURY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
SIMPLE ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
INTIMIDATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				

2017	RACE				GENDER IDENTITY				GENDER				RELIGION				SEXUAL ORIENTATION				ETHNICITY				DISABILITY				NATIONAL ORIGIN							
	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P
MURDER-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSES, NON FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LARCENY-THEFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER CRIMES INVOLVING BODILY INJURY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Note:** Reported crimes may involve individuals not associated with Wentworth Institute of Technology.

## **FIRE SAFETY**

The Wentworth Department of Public Safety, working in partnership with the Boston Fire Department and the Wentworth Physical Plant Department has annual inspections conducted by a certified fire alarm company that results in the certification of all campus facilities as compliant with state and local fire codes. Policies are in place, in student and employee handbooks to prevent sources of fire. Wentworth is fortunate to have a fully staffed Boston Fire station on Huntington Avenue immediately adjoining the campus.

All fire safety system alarms are monitored in the Department of Public Safety Dispatch Center, and if triggered make simultaneous notification to both Wentworth DPS and the Boston Fire Department.

## **FIRE DRILLS**

The Department of Public Safety works in conjunction with the Department of Housing and Residential Life to plan, supervise and evaluate fire drills in Wentworth's fourteen Residence Buildings. Each year two fire drills are held. The drills are held within one month of the beginning of the school's Fall and Spring semesters. The drills are a real time simulation of a mandatory evacuation of a building in the event of a fire. All the drills are monitored by Wentworth employees assigned to the Department of Public Safety and the Department of Housing and Residential Life. In addition, there are technicians from the fire alarm and elevator companies under contract to the Institute who are present to monitor their equipment and immediately identify and repair any deficiencies noted in their systems.

Evacuation route maps are posted in each resident's room showing the nearest route of egress and the location of the outside assembly area. A student who fails to leave the building during a fire alarm is in violation of Wentworth fire drill policies. This behavior is documented and notification of their failure to act is turned over to the Dean of Housing and Residential Life for further action.

At the conclusion of each drill an evaluation form is completed, violations and problems noted, and, where necessary, corrections are made.

## **FIRE SAFETY REGULATIONS**

It is essential that residents observe and follow all fire safety regulations. Students are prohibited from creating fire hazards or situations that endanger others. Students are not allowed to possess candles or any other heat producing or open flame item in the residence halls, rooms/suites/apartments. These items are strictly prohibited and will be confiscated. Only items bearing approved testing lab tags and approved by Housing are permitted on campus. Any item not specifically approved (including electrical devices) by Housing will be confiscated. Please check the Housing and Residential Life web site for a list of additional items prohibited for safety reasons.

Wentworth is a Smoke-Free Campus and smoking is not permitted in any Wentworth Institute

property.

## **FIRE EVACUATION**

If a fire occurs in any Wentworth property, community members are instructed to immediately activate a fire alarm pull station and exit the building. They are further instructed to not place themselves at risk by trying to extinguish the fire.

Fire alarm notifications are immediate and ring simultaneously in both the Boston Fire Department and the Wentworth Institute Department of Public Safety Dispatch Center. Wentworth Police will respond and assist with the evacuation of the building. The officers will also assist with the Fire Department's arrival and response on campus.

If a community member is unable to activate an alarm or chooses to use a cellphone instead, they are instructed to dial 911. This call will be answered by a City of Boston Emergency dispatcher who will ask for the exact location and nature of the emergency. The dispatcher will then notify the appropriate emergency response agency(s), (Fire, Police, EMS). The caller can also call the Wentworth Department of Public Safety by dialing 4444 from a campus phone or 617-989-4444 from any outside or cell phone as soon as it is safe to do so.

If a member of the Wentworth community finds evidence that there had been a fire, even if extinguished, they should notify the Wentworth Department of Public safety. All reports of a fire will be investigated and documented.

The campus fire alarm systems alert community members of potential hazards. Community members are required to heed an activated fire alarm system, and evacuate a building immediately, using the nearest available exit. Emergency exit routes have been posted in each dorm room. Mustering areas have been specifically designated. Community members are told to familiarize themselves with the exits, identified routes and alternative routes in each building. When a fire alarm is activated, the elevators in most buildings will automatically recall to a pre-designated fire safe floor. Occupants should use the stairs to evacuate the building. If a person is caught in a stopped elevator, they are instructed to activate the emergency phone to reach a Public Safety Dispatcher.

## **FIRE SAFETY EDUCATION**

The Wentworth Department of Public Safety provides fire safety and emergency action training throughout the year and at new employee and student orientation sessions. Fire safety literature is also provided to the community on an ongoing basis. Departments and campus organizations can request a training session by calling 617-989-4400.

The chart on the following page outlines the fire safety systems for residence halls at Wentworth Institute of Technology.

Residence Hall	Throughout Building		Each Floor	Common Areas / Each Room					Each Bedroom				
	Emergency Lighting	Exit Signage		Fire Extinguishers	Sprinklers	Heat Detectors*	Smoke Detectors* (Local)	Local CO Detectors**	CO Detectors	Sprinklers	Heat Detectors*	Smoke Detectors* (Local)	CO Detectors
Edwards Hall	X	X	X	X	X	X	X		X	X	X		X
Rodgers Hall	X	X	X	X	X	X	X		X	X	X		X
Baker Hall	X	X	X	X	X	X		X	X	X	X	X	
525 Huntington	X	X	X	X	X	X		X	X	X	X	X	
555 Huntington	X	X	X	X	X	X		X	X	X	X	X	
610 Huntington	X	X	X	X	X	X		X	X	X	X	X	
Tudbury Hall	X	X	X	X	X	X		X	X	X	X	X	
Evans Way	X	X	X	X	X	X		X	X	X	X	X	

60 Loui s Pran g	X	X	X	X	X	X	X		X	X	X		X
62 Louis Prang	X	X	X	X	X	X	X		X	X	X		X
66 Loui s Pran g	X	X	X	X	X	X	X		X	X	X		X
68 Loui s Pran g	X	X	X	X	X	X	X		X	X	X		X
7 Vancouv er	X	X	X	X	X	X	X		X	X	X		X
9 Vancouv er	X	X	X	X	X	X	X		X	X	X		X
15 Vancouv er	X	X	X	X	X	X	X		X	X	X		X

**\*Trigger Audible Alarms and Strobe Lighting When Activated \*\*As Required by NFPA70 and 72**

# Fire Statistics Reporting Table

## 2017 - 2019

Residence Hall	Number Of Fires			Number Of Injuries			Number Of Deaths			Value of Property Damage			Number of Fire Alarms			Malicious Fire Alarms			Cause Of Fire		
	2019	2018	2017	2019	2018	2017	2019	2018	2017	2019	2018	2017	2019	2018	2017	2019	2018	2017	2019	2018	2017
Baker Hall	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0			
610 Huntington	0	0	0	0	0	0	0	0	0	0	0	0	4	4	3	0	0	0			
555 Huntington	2	0	1	0	0	0	0	0	0	\$1,000-\$9,000	0	\$1,000-\$9,000	0	0	1	0	0	0	Water spilled onto electrical outlet; Generator malfunction	Appliance Placed on Hot Stove Top	
525 Huntington	0	0	0	0	0	0	0	0	0	0	0	0	1	2	1	0	0	0			
Edwards Hall	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Rodgers Hall	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0			
Tudbury Hall	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	1	0	0			
Evans Way	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0			
60 Louis Prang	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
62 Louis Prang	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
66 Louis Prang	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	0	0	0			
68 Louis Prang	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0			
7 Vancouver	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9 Vancouver	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
15 Vancouver	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			

## IMPORTANT TELEPHONE NUMBERS

Main number (617) 989-4590  
Admissions (617) 989-4000

## PUBLIC SAFETY

**Campus Emergency (617) 989-4444**  
**24 Hours TTY (617) 989-4440**  
**Fax Number (617) 989-4401**  
**Normal business (617) 989-4400**  
**Safety Escort (617) 989-4400**  
**Service**  
**Director (617) 989-4400**  
**Parking and Traffic (617) 989-4400**

## Student Affairs- (617) 989-4702

President's Office (617) 989-4476  
Dean of Students (617) 989-4410  
Housing and Residential Life (617) 989-4160  
Counseling Center (617) 989-4390  
Wellness Education (617) 989-4197  
Health Services (617) 989-4070

**Note:** A counselor or administrator-on-call can be reached after hours by calling Wentworth Public Safety.

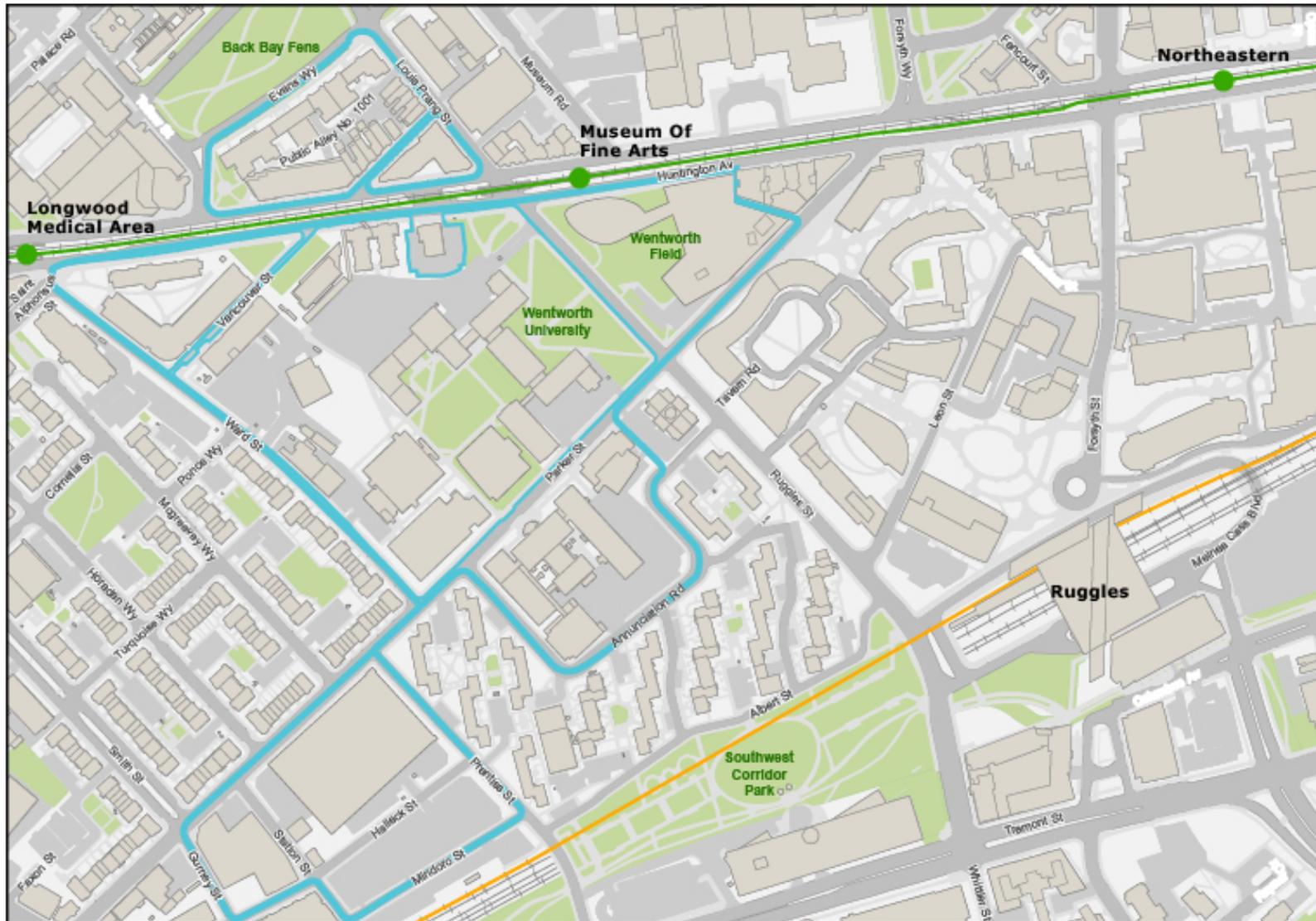
## CITY OF BOSTON

**Boston Police Emergency DIAL 911**

**Boston Police Business (617) 343-4270**  
Boston Area Rape Crisis Center (617) 492-7273  
Boston Transportation Department (617) 635-3900

**MBTA (617) 222-3200**  
**Transit Police Department (617) 222-1212**

# CAMPUS MAP



0 150 300 600 Feet

**Wentworth**  
INSTITUTE OF TECHNOLOGY

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